






# CBSP IMPLEMENTATION PROGRESS REPORT

## REPORT # 2

November 2016

### Legend:

-  Task completed and/or on target
-  Task in progress
-  Task behind target
-  Task not yet considered
- Current Action Item
-  Spring 2016 Action Item

### Departmental Responsibility:

CL = Clerk

IT = Information Technologist

PL = Planning

PW = Public Works

TC = Township Council

FD = Fire Department

HR = Human Resources

TR = Treasury

CBO = Building

CAO = Chief Administrative

Officer

**S** = next 4 yrs, **M** = 5 to 9 yrs, **L** = 10 to 20 yrs, **S-L** = short term / continuation, **S>L** = short term over longer





# CBSP IMPLEMENTATION PROGRESS REPORT

## Communication

### Report 2 (Fall 2016): Actions Taken

#### 1. Develop a comprehensive communication policy for internal and external communications

- We made changes to Public Notices provisions to reduce accessibility barriers to the public
- We updated our Public Notice Policy to ensure relevant notice is given to times of heightened need for public awareness
- We are creating a new computerized records management system for better record keeping
- We conducted an insurance liability audit on winter control operations and related documentation through our insurers to identify potential improvements in record keeping reducing liability exposure.

#### Spring 2016 Actions

- We have established a standardized reporting format for staff reports
- Communication protocols for Council and staff have been included in a revised Procedure Bylaw (to be considered at a future Council Meeting)

Term

S

Responsibility

CL/CAO

Progress  
Spring 2016



Progress  
Fall 2016





# CBSP IMPLEMENTATION PROGRESS REPORT

## Communication

### Report 2 (Fall 2016): Actions Taken

2. Develop a community engagement strategy to assist public relations and provide new opportunities for public input to Council

- We created a formal Public Complaint procedure
- New opportunities for public engagement proposed as part of Official Plan review

#### Spring 2016 Actions

- Improvements made to Planning information on Township website
- We are investigating the creation of a new web page for planning applications which would facilitate on-site commenting provisions
- We are starting a more regular use of social media for public outreach during emergency events such as the recent Easter ice storm

Term

S

Responsibility

PL

Progress  
Spring 2016



Progress  
Fall 2016



3. Increase public education opportunities related to access to Council and other Township information

- We offered to the public, CPR and automated defibrillator training

#### Spring 2016 Actions

- We have set funds aside in the 2016 budget to begin streaming regular council meetings on the internet
- All planning applications are now posted to the website
- We reference the relative section of the CBSP in staff reports to ensure that the Township moves in the direction established in the CBSP

S

CL





# CBSP IMPLEMENTATION PROGRESS REPORT

## Communication

### Report 2 (Fall 2016): Actions Taken

Term

Responsibility

Progress  
Spring 2016

Progress  
Fall 2016

4. Formalize the process for, and continue to issue, mailed quarterly newsletters

S-L

IT



Spring 2016 Actions

- ❑ A content policy has been established; newsletters are also published on the website



# CBSP IMPLEMENTATION PROGRESS REPORT

## Communication

### Report 2 (Fall 2016): Actions Taken

5. Continue to update and improve the Township website by:

- A) Make it more user friendly (accessible, interactive, and up-to-date) for all stakeholders
- B) Provide a broader range of information about Township services, policies and processes
- C) Continued review and update of the Township website contents (at least monthly)

- We have started using social media for Fire Department emergency communications

#### Spring 2016 Actions

- We have posted the CBSP on the website to share our desired direction with the public
- We are starting to clear old documents from the website, and setting expiry dates for items being published
- We are now posting Council and Committee meeting minutes and agendas on the website
- We advise staff of new features on the website
- We are making daily updates to the website
- We have added a “feedback button” to the website for resident input
- We post council meeting agendas earlier for greater public access before the scheduled Council meeting
- We undertake monthly reviews for broken links
- A more fulsome review of the website is included in plans for updating the Official Plan

Term	Responsibility	Progress Spring 2016	Progress Fall 2016
S	IT		



# CBSP IMPLEMENTATION PROGRESS REPORT

## Communication

### Report 2 (Fall 2016): Actions Taken

6. Work with other partners to overcome existing internet coverage gaps in the Township

- We are supporting the County of Simcoe's initiative in the SWIFT internet communications network

#### Spring 2016 Actions

- ❑ We are creating more links to other websites to help with information flow
- ❑ Our new LED streetlights have built-in capacity to provide future wi-fi internet access (requires further infrastructure investment)

Term

S-L

Responsibility

PL

Progress  
Spring 2016



Progress  
Fall 2016





# CBSP IMPLEMENTATION PROGRESS REPORT

## Quality of Life

### Report 2 (Fall 2016): Actions Taken

1. Review opportunities to facilitate the construction of affordable housing types while providing a wide range of options for families, disabled persons and an aging population

- We adopted new zoning for the Farsight Subdivision in Everett, which recognizes new planning requirements and goals
- We provided comments to the Province about affordable housing
- We provided comments to the Province related to proposed Provincial legislation on Inclusionary Zoning

#### Spring 2016 Actions

- We offer advice to builders to provide options for grade-level housing to facilitate seniors and persons with disabilities
- We recommend the pre-build design of second-unit suites and basement apartments to facilitate rental incomes and multi-generation family-based housing options
- We are working with the County to ensure affordable housing targets are met

Term

S>M

Responsibility

PL/CBO

Progress  
Spring 2016



Progress  
Fall 2016







# CBSP IMPLEMENTATION PROGRESS REPORT

## Quality of Life

### Report 2 (Fall 2016): Actions Taken

#### 2. Develop a Sustainability Plan (environmental/economic/cultural) for the Township

- We entered into a new franchise gas agreement with Enbridge to ensure continue/potentially expand natural gas supplies for our residents

##### Spring 2016 Actions

- Preliminary discussions are underway related to the preparation of a Sustainability Plan

Term

M

Responsibility

PL

Progress  
Spring 2016



Progress  
Fall 2016



#### 3. Update the Recreation Master Plan for the Township

- Preliminary investigations are underway related to the review of existing Recreational facilities in the Township and the possible creation of a Recreation Master Plan

##### Spring 2016 Actions

- We are incorporating new walkable community and recreation trail concepts within new subdivision proposals

M

PL





# CBSP IMPLEMENTATION PROGRESS REPORT

## Quality of Life

### Report 2 (Fall 2016): Actions Taken

4. Continue to review opportunities for public transit and other modes of transportation that improve residents' mobility, in partnership with other agencies/agents

- We are participating with the County of Simcoe in a transit study, ensuring Adjala-Tosorontio transit connections and accessibility access

#### Spring 2016 Actions

- We are monitoring public transit proposals in the region
- Active transit is a consideration in all new subdivision projects

5. Ensure continued physical accessibility to all public municipal buildings

- We have created a new Accessibility Facility Review Checklist to verify accessibility to municipal resources

#### Spring 2016 Actions

- We have adopted a new Accessibility Plan
- An inventory of all Municipal buildings with public access is underway

Term	Responsibility	Progress Spring 2016	Progress Fall 2016
M	PL	<input type="checkbox"/>	<input type="checkbox"/>
S-L	PW/CBO/ CL	<input type="checkbox"/>	<input type="checkbox"/>



# CBSP IMPLEMENTATION PROGRESS REPORT

## Quality of Life

### Report 2 (Fall 2016): Actions Taken

6. Support events that foster community involvement and interaction, and encourage positive relations between new and long-term residents

- We supported the Everett Parks Improvement Committee with the community duathlon
- We partnered with the Lisle Astros to install a portable at Ross Houston Park

#### Spring 2016 Actions

- ❑ We continue with our Canada Day and Diversion Day activities, as well as participate in other local community-building activities such as Everfest, Day on the Farm, and local fundraising activities
- ❑ We sit on local hospital boards, such as the Physician Recruitment Committee
- ❑ We sit on local conservation authority boards and participate in local conservation initiatives

**Term**  
**S-L**

**Responsibility**  
**CAO/ALL**

**Progress**  
**Spring 2016**



**Progress**  
**Fall 2016**



7. Develop opportunities to promote and educate local residents on the heritage and history of the Township

#### Spring 2016 Actions

- ❑ We are breaking new ground by working on a Memorandum of Understanding with the Nottawasaga Valley Conservation Authority to develop a new partnership in conservation

**S**

**PL**





# CBSP IMPLEMENTATION PROGRESS REPORT

## Quality of Life

### Report 2 (Fall 2016): Actions Taken

#### 8. Explore options to foster support of younger and older residents of the Township

- We awarded our first scholarship bursary program to two students from Colgan and Everett as well as contributed to another student through the County of Simcoe bursary program.
- We are working with the County of Simcoe to promote the “Secondary Suites” program

#### Spring 2016 Actions

- We have assisted the County in facilitating a survey regarding needs for seniors to help plan for future needs
- We promote 211 to assist residents with obtaining services

Term

S

Responsibility

PL

Progress  
Spring 2016



Progress  
Fall 2016





# CBSP IMPLEMENTATION PROGRESS REPORT

## Quality of Life

### Report 2 (Fall 2016): Actions Taken

9. Promote accessibility of services to residents regardless of their specific circumstances, and in accordance with the Township’s Multi-Year Accessibility Plan

- We are partnering with the County of Simcoe in working toward removing barriers for the elderly through the Age-Friendly Community Initiative and participated in a local survey to identify needs
- We adopted an amended multi-year accessibility Plan
- We applied for a grant to install new barrier-free playground equipment at Veterans Park in Lisle
- We partnered with the OPP on the 1,000 Officers Program and grant to provide greater police presence on a proactive basis

Spring 2016 Actions

- We are incorporating accessibility provisions within our recreation trail construction

Term	Responsibility	Progress Spring 2016	Progress Fall 2016
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S-L	CL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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10. Encourage health services options within the community

Spring 2016 Actions

- Suitable locations for alternative medicine opportunities to be explored in Official Plan Review

M	TC	<input type="checkbox"/>	<input type="checkbox"/>
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# CBSP IMPLEMENTATION PROGRESS REPORT

## Quality of Life

### Report 2 (Fall 2016): Actions Taken

Term	Responsibility	Progress Spring 2016	Progress Fall 2016
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11. Update the Roads Master Plan to identify minimum operational and service standards

- We created a new Director of Infrastructure and Development position to better position us for management of new growth and infrastructure as established through innovation, servicing plans and development agreements

#### Spring 2016 Actions

- ❑ We have created a multi-year construction budget and equipment replacement schedule for budgeting purposes

M

PW



12. Develop a Fire and Emergency Services Master Plan to identify minimum operational and service standards

#### Spring 2016 Actions

- ❑ We are investigating opportunities to use local fire professionals to assist in a Fire and Emergency Services Master Plan

M

FD





# CBSP IMPLEMENTATION PROGRESS REPORT

## Environmental Stewardship

### Report 2 (Fall 2016): Actions Taken

1. Develop a comprehensive Environmental Master Plan documenting features that are important at the local level and to identify actions to protect those features and to promote Environmental Stewardship opportunities
  - We developed and commenced a septic system inspection process under the Sourcewater Protection Program to help safeguard our municipal water supplies
  - We posted signage to identify sourcewater protection areas
  - We entered into a memorandum of understanding agreement with the local conservation authority

#### Spring 2016 Actions

- We currently require Natural Heritage Evaluations for environmentally sensitive areas such as wetlands and the Oak ridges Moraine
- We partnered with the NVCA and Environment Canada to start the Pine River Fisheries Enhancement Program

2. Update the Township's Official Plan to take climate change into consideration by protecting and/or creating: environmental features and functions; water resources; agricultural lands; tree canopies; dark skies; and, scenic vistas

- The comprehensive review of the Township Official Plan is underway; preliminary opportunities for public input scheduled for late November

#### Spring 2016 Actions

- We are undertaking an Official Plan review in 2016 which will incorporate all of these items

Term

S>M

Responsibility

PL

Progress  
Spring 2016



Progress  
Fall 2016



S>L

PL





# CBSP IMPLEMENTATION PROGRESS REPORT

## Environmental Stewardship

### Report 2 (Fall 2016): Actions Taken

3. Identify options to promote environmentally responsible construction, based on internationally recognized design standards such as Leadership in Energy and Environmental Design (LEED)

#### Spring 2016 Actions

- We are recommending low impact design features for all new subdivision infrastructure
- We are undertaking sourcewater protection plans and inspections for areas subject to sourcewater protection
- We are continuing with the Pine River Phosphorous reduction project
- We are considering a new wastewater collection and treatment system which will be a leader in wastewater management
- Recommendations for including environmental considerations in all new construction are in the Savings by Design section of the Township Website

4. Support environmentally friendly agricultural practices

#### Spring 2016 Actions

- We require planning applications to give due consideration to farm viability, minimum distance separations, and nutrient management requirements.
- We are working with framers within sourcewater protection zones to use various instruments such as pesticide storage and application, nutrient management, phosphorous reduction, and secondary containment to help protect the environment

Term

M

Responsibility

PL

Progress  
Spring 2016



Progress  
Fall 2016



S-L

PL







# CBSP IMPLEMENTATION PROGRESS REPORT

## Environmental Stewardship

### Report 2 (Fall 2016): Actions Taken

5. Work with other government and non-government agencies to investigate opportunities for funding and cost-sharing for environmental-related projects

- New application for Federal funding for additional works on Pine River being submitted

#### Spring 2016 Actions

- We partnered with the Association of Municipalities of Ontario to install new LED streetlights to save 67% on maintenance costs for streetlights and to reduce annual electricity consumption by 63%

#### Additional Actions Taken

- Continue to oppose proposed subdivision in the Oak Ridges Moraine based primarily on concerns related to environmental and hydrological concerns

Term

S

Responsibility

PL/HR

Progress  
Spring 2016



Progress  
Fall 2016





# CBSP IMPLEMENTATION PROGRESS REPORT

## Economic Development

### Report 2 (Fall 2016): Actions Taken

1. Develop an Economic Development Strategy, including opportunities to increase tourism in the Township

#### Spring 2016 Actions

- We are in discussions with Georgian College regarding the development of an economic development strategy, to commence in the fall, and to take advantage of funding opportunities offered by the County

Term

S>M

Responsibility

TC/PL

Progress  
Spring 2016



Progress  
Fall 2016



2. Promote the development of the Highway 89 Employment Lands, including a review of servicing options

- Assisted local business on Highway 89 corridor through administrative process to allow significant expansion of facility and job creation
- Processed planning applications to support four new and expanding businesses along Highway 89

#### Spring 2016 Actions

- We continue to support applications for development in the employment lands corridor
- We are working to develop an overall plan for lands along the highway corridor
- We are looking into water servicing options for non-residential growth along the highway corridor
- We are in the preliminary stages of preparing a Highway Access Management Plan (HAMP) along Highway 89

S>L

PL





# CBSP IMPLEMENTATION PROGRESS REPORT

## Economic Development

### Report 2 (Fall 2016): Actions Taken

3. Develop and maintain a complete and current inventory of all businesses located in the Township

- We started collecting information on local businesses to help identify needs and provide support

#### Spring 2016 Actions

- We have a business inventory on our website, to be updated after our economic development strategy is completed

Term

S

Responsibility

PL

Progress  
Spring 2016



Progress  
Fall 2016



4. Develop a branding and marketing strategy for the Township

#### Spring 2016 Actions

- To be developed following the completion of an economic development strategy

S>M

PL





# CBSP IMPLEMENTATION PROGRESS REPORT

## Economic Development

### Report 2 (Fall 2016): Actions Taken

5. Develop and maintain partnerships with the County of Simcoe and surrounding municipalities that support local business development

- We participated in a business attraction event with the County of Simcoe to promote the Township as a place to do business. We set up a booth, provided promotional material, and promoted the Township to Provincial economic development officials
- We supported “Elevate Your Business Locally” event

#### Spring 2016 Actions

- We continue to attend economic development meetings at the County level, and have had discussions with the County related to accessing funding support for economic development initiatives
- We have had discussions with staff at Essa Township related to the potential for joint ventures

6. Encourage environmentally friendly businesses

- Supported a site plan to permit the start up of a new medicinal marijuana facility

#### Spring 2016 Actions

- This will be encouraged as a component of the Economic Development Strategy
- Low impact development and other environmentally friendly options are considered during the Site Plan process

Term

S

Responsibility

TC/PL

Progress  
Spring 2016



Progress  
Fall 2016



S>M

PL





# CBSP IMPLEMENTATION PROGRESS REPORT

## Economic Development

### Report 2 (Fall 2016): Actions Taken

7. Maintain and develop Federal, Provincial and County contacts to assist with encouraging local economic development, particularly in regard to funding opportunities

- We applied for partnership funding to support reconstruction and widening of Bridge 12, on Concession Road 2, 1.2 km north of Sideroad 5 Tosorontio
- We applied for funding to undertake a Township Economic Development Strategy to support economic development

#### Spring 2016 Actions

- We have contacted the County and the Province regarding funding opportunities related to economic development
- We are working with Environment Canada and the NVCA on improvements to the Pine River

Term

S

Responsibility

TR

Progress  
Spring 2016



Progress  
Fall 2016





# CBSP IMPLEMENTATION PROGRESS REPORT

## Effective Governance

### Report 2 (Fall 2016): Actions Taken

1. Review and optimize the Committees of Council structure, including creating clear and concise terms of reference

- We refined our Council and Committee Appointments bylaw
- We created a new Procedural Bylaw to create a more open and transparent process
- We compile an annual review and report which summarizes our energy consumption and greenhouse gas emissions to monitor our impact on the environment

#### Spring 2016 Actions

- ❑ We are updating the Procedure Bylaw and Council Committee structure to create clearer direction on the council meeting process
- ❑ We are working on a Council Code of Conduct to govern Council outside of Council meetings

2. Require the CAO to submit a completed “CBSP Implementation Progress Report” to Council twice per year

#### Spring 2016 Actions

- ❑ Report #1 to be submitted for July Council Meeting

3. Conduct a minimum of two (2) “Council Open Houses” per year

#### Spring 2016 Actions

- ❑ Meeting #1 held May 12, 2016

Term

S

Responsibility

CL

Progress  
Spring 2016



Progress  
Fall 2016



S

CAO



S

TC





# CBSP IMPLEMENTATION PROGRESS REPORT

## Effective Governance

### Report 2 (Fall 2016): Actions Taken

4. Require, as a standing procedure, all reports to Council to identify the part(s) of the CBSP that are relevant to the report

#### Spring 2016 Actions

- ☐ To ensure a standing procedure, we have added this to all report templates

Term

S

Responsibility

CL

Progress  
Spring 2016



Progress  
Fall 2016



5. Establish a customer service policy and provide regular customer service training to all staff

#### Spring 2016 Actions

- ☐ Currently working on a revised customer service policy; will train all staff

S>L

CL/HR



6. Publish an organization chart to assist the public with understanding how the Township functions

- A copy of the organization chart is on the website

#### Spring 2016 Actions

- ☐ An organization chart is provided with the annual budget

S

HR





# CBSP IMPLEMENTATION PROGRESS REPORT

## Effective Governance

### Report 2 (Fall 2016): Actions Taken

7. Evaluate the potential to use alternate methods of voting (e.g., by mail and/or electronically) and other methods to increase voter turnout for future Township elections

- We are evaluating new rules that will govern the next municipal election with recommendations to be brought forward to council

#### Spring 2016 Actions

- ❑ We have increased the annual contribution to a reserve for the next election; there is new legislation which will dictate how we change the election process; options will be considered for viability, security and net benefits

Term

S

Responsibility

CL

Progress  
Spring 2016



Progress  
Fall 2016



8. Review options to enable ratepayers to make payments to the Township electronically

#### Spring 2016 Actions

- ❑ We provide the option to use debit cards at the front counter
- ❑ We now provide pre-authorized payment plans in either quarterly or monthly installments
- ❑ We are currently investigating the use of credit cards

S

TR







# CBSP IMPLEMENTATION PROGRESS REPORT

## Effective Governance

### Report 2 (Fall 2016): Actions Taken

9. Update policies related to By-law enforcement to be more pro-active with infractions that are within the jurisdiction of the Township

#### Spring 2016 Actions

- ❑ We have hired a Building Inspector to assist in building inspection and bylaw enforcement
- ❑ Council directed that an RFP be issued for canine control services

Term

S

Responsibility

CBO

Progress  
Spring 2016



Progress  
Fall 2016



10. Encourage Township decisions related to municipal operations to support energy conservation, wherever possible

#### Spring 2016 Actions

- ❑ We have installed LED streetlights
- ❑ New Municipal infrastructure will be energy efficient

S-L

ALL





# CBSP IMPLEMENTATION PROGRESS REPORT

## Effective Governance

### Report 2 (Fall 2016): Actions Taken

11. Continue to complete long-term financial projections for operating and capital budgets, based on CBSP requirements

- We now require mid-year capital status reporting for greater budget control through the year to compare with annual budgets and multi-year forecasts
- We undertook a Development Charges study and adopted a bylaw to support new development charges and recovery from new development progressing through the County of Simcoe

#### Spring 2016 Actions

- ❑ The 2016 budget includes 10 year financial projections for capital and operating expenditures and impacts related to loss in grants
- ❑ We are updating and expanding our asset management plan which looks at asset depreciation and replacement costs

12. Continue annual Financial Reporting, in a public forum, that links budget items to Community Based Strategic Plan Action Items

#### Spring 2016 Actions

- ❑ This will be part of the 2017 budget process

Term

S

Responsibility

TR

Progress  
Spring 2016



Progress  
Fall 2016



S-L

TR





# CBSP IMPLEMENTATION PROGRESS REPORT

## Effective Governance

### Report 2 (Fall 2016): Actions Taken

13. Review opportunities for Township initiated activities that facilitate greater involvement in the community

- The Fire Department provided community outreach and public education at public events including “Day on the Farm” and Canada Day” events
- Council and Staff conducted a Post Incident Analysis and Review of the Township's response to the Easter Weekend ice storm
- We facilitated an OPP tactical response exercise using specialized resources
- We created our first-ever Council Code of Conduct

#### Spring 2016 Actions

- ❑ We have been encouraging proponents of various developments to have extra information sessions to facilitate greater public knowledge
- ❑ Extra hearings for complex planning-related proposals have been held to facilitate greater public interaction
- ❑ We are working on a formal and informal public complaint process
- ❑ We maintain a high level of volunteer activity, including a strong firefighter training program, with great enthusiasm
- ❑ We have added a “Public Forum” item to the Council agenda for greater public feedback on agenda items
- ❑ We added more information to the public agenda package, including staff reports and background information to items on the agenda
- ❑ We are developing an interactive website

Term

S-L

Responsibility

CAO-ALL

Progress  
Spring 2016



Progress  
Fall 2016





# CBSP IMPLEMENTATION PROGRESS REPORT

## Effective Governance DRAFT

### Report 2 (Fall 2016): Actions Taken

#### Additional Actions Taken

- We are actively involved in and commenting on Provincial Planning changes to the Growth Plan and Oak Ridges Moraine Conservation Plan.
- We adopted a new Fees and Charges Bylaw to improve actual cost recovery for user-specific services rendered