

Township of Adjala-Tosorontio

2015 COMMUNITY BASED STRATEGIC PLAN

CBSP IMPLEMENTATION PROGRESS REPORT



Adjala-Tosorontio
Community-Based Strategic Plan



December 14, 2015



CBSP IMPLEMENTATION PROGRESS REPORT

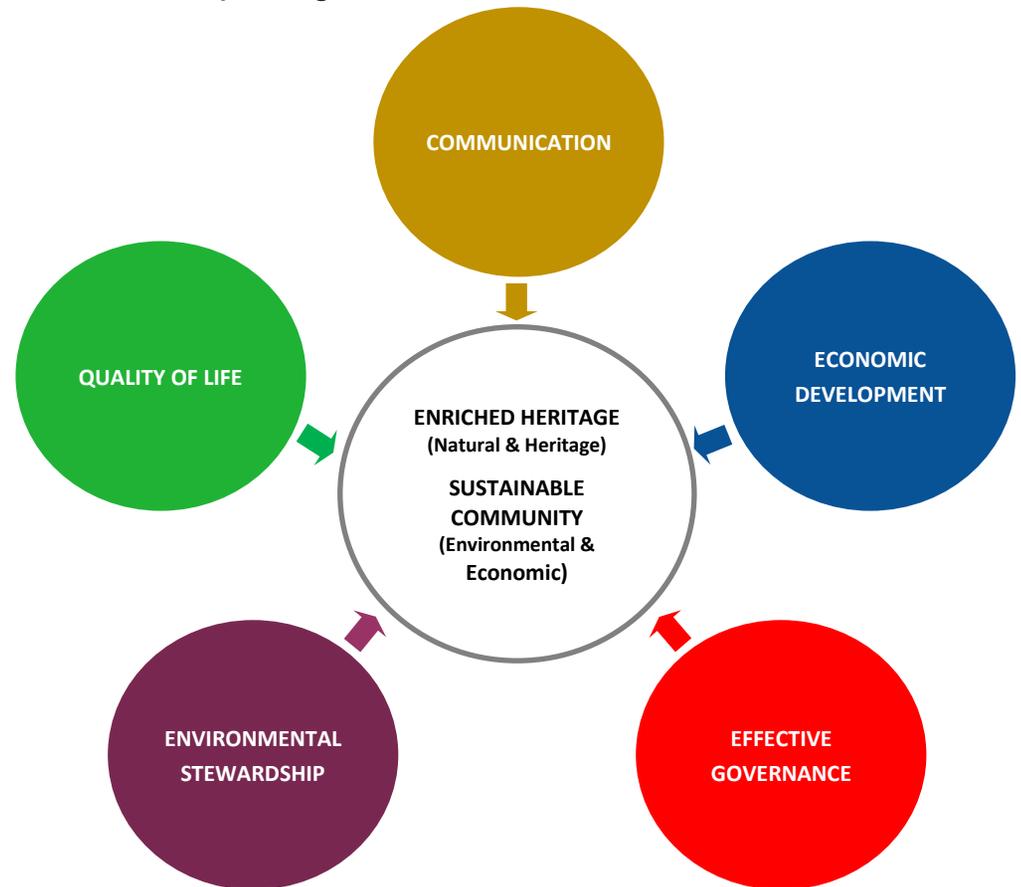
Reporting and Monitoring

It is recognized that for this CBSP to be successful, regular progress monitoring and reporting is needed .

To assist with this process, the following CBSP Implementation Progress Report is to be completed and presented to Council and the public twice yearly.

Each item will be assigned to a particular Department, and details of the achievements (or lack thereof) will be included with each Report.

The following pages of this report provide details on the reporting of each CBSP Action Item:



Legend on Chart Reporting:

Time Frame Terms:

S = Short Term (next 4 years)

M = Med. Term (5 to 9 years)

L = Long Term (10 to 20 years)

S-L = to be completed in the short term and for continuation

S>L = to be started in the short term and completed over a longer term

Progress:

C = Completed

I = In Progress

B = Behind Target

RESPONSIBLE PARTIES: **TC** = Township Council / **CAO** = Chief Admin Officer / **PL** = Planning Dept / **FD** = Fire & Emergency Services / **PW** = Public Works / **CBO** = Building / **ALL** = All Depts **TR** = Finance Dept / **HR** = Human Resources Dept / **CL** = Clerks Office / **IT** = Website Admin

Alternate formats are available upon request by contacting the Clerk's Department at 705-434-5055 or bkane@adjtos.ca.



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Communication

Action Items	Term	Responsibility	Progress
1. Develop a comprehensive communication policy for internal and external communications	S	CL/CAO	<input type="checkbox"/>
2. Develop a community engagement strategy to assist public relations and provide new opportunities for public input to Council	S	PL	<input type="checkbox"/>
3. Increase public education opportunities related to access to Council and other Township information	S	CL	<input type="checkbox"/>
4. Formalize the process for, and continue to issue, mailed quarterly newsletters	S-L	IT/TR	<input type="checkbox"/>
5. Continue to update and improve the Township website: <ul style="list-style-type: none"> • Make it more user friendly (accessible, interactive, and up-to-date) for all stakeholders • Provide a broader range of information about Township services, policies and processes • Continued review and update of the Township website contents (at least monthly) 	S	IT	<input type="checkbox"/>
6. Work with other partners to overcome existing internet coverage gaps in the Township	S-L	PL	<input type="checkbox"/>



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Economic Development

Action Items	Term	Responsibility	Progress
1. Develop an Economic Development Strategy, including opportunities to increase tourism in the Township	S>M	TC/PL	<input type="checkbox"/>
2. Promote the development of the Highway 89 Employment Lands, including a review of servicing options	S>L	PL	<input type="checkbox"/>
3. Develop and maintain a complete and current inventory of all businesses located in the Township	S	PL	<input type="checkbox"/>
4. Develop a branding and marketing strategy for the Township	S>M	PL	<input type="checkbox"/>
5. Develop and maintain partnerships with the County of Simcoe and surrounding municipalities that support local business development	S	TC/PL	<input type="checkbox"/>
6. Encourage environmentally friendly businesses	S>M	PL	<input type="checkbox"/>
7. Maintain and develop Federal, Provincial and County contacts to assist with encouraging local economic development, particularly in regard to funding opportunities	S	TR	<input type="checkbox"/>



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Effective Governance

Action Items	Term	Responsibility	Progress
1. Review and optimize the Committees of Council structure, including creating clear and concise terms of reference	S	CL	<input type="checkbox"/>
2. Require the CAO to submit a completed “CBSP Implementation Progress Report” to Council twice per year	S	CAO	<input type="checkbox"/>
3. Conduct a minimum of two (2) “Council Open Houses” per year	S	TC	<input type="checkbox"/>
4. Require, as a standing procedure, all reports to Council to identify the part(s) of the CBSP that are relevant to the report	S	CL	<input type="checkbox"/>
5. Establish a customer service policy and provide regular customer service training to all staff	S>L	CL/HR	<input type="checkbox"/>
6. Publish an organization chart to assist the public with understanding how the Township functions	S	HR	<input type="checkbox"/>

(continued on next page)



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Effective Governance (cont'd)

Action Items	Term	Responsibility	Progress
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	S	CL	<input type="checkbox"/>
8. Review options to enable ratepayers to make payments to the Township electronically	S	TR	<input type="checkbox"/>
9. Update policies related to By-law enforcement to be more pro-active with infractions that are within the jurisdiction of the Township	S	CBO	<input type="checkbox"/>
10. Encourage Township decisions related to municipal operations to support energy conservation, wherever possible	S-L	ALL	<input type="checkbox"/>
11. Continue to complete long-term financial projections for operating and capital budgets, based on CBSP requirements	S	TR	<input type="checkbox"/>
12. Continue annual Financial Reporting, in a public forum, that links budget items to Community Based Strategic Plan Action Items	S-L	TR	<input type="checkbox"/>
13. Review opportunities for Township initiated activities that facilitate greater involvement in the community	S-L	CAO/ALL	<input type="checkbox"/>



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Environmental Stewardship

Action Items	Term	Responsibility	Progress
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	S>M	PL	<input type="checkbox"/>
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	S>L	PL	<input type="checkbox"/>
3. Identify options to promote environmentally responsible construction, based on internationally recognized design standards such as Leadership in Energy and Environmental Design (LEED)	M	PL	<input type="checkbox"/>
4. Support environmentally friendly agricultural practices	S-L	PL	<input type="checkbox"/>
5. Work with other government and non-government agencies to investigate opportunities for funding and cost-sharing for environmental-related projects	S	PL/HR	<input type="checkbox"/>



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Quality of Life

Action Items	Term	Responsibility	Progress
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	S>M	PL/CBO	<input type="checkbox"/>
2. Develop a Sustainability Plan (environmental/economic/cultural) for the Township	M	PL	<input type="checkbox"/>
3. Update the Recreation Master Plan for the Township	M	PL	<input type="checkbox"/>
4. Continue to review opportunities for public transit and other modes of transportation that improve residents' mobility, in partnership with other agencies/agents	M	PL	<input type="checkbox"/>
5. Ensure continued physical accessibility to all public municipal buildings (continued on next page)	S-L	PW/CBO/ CL	<input type="checkbox"/>



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Quality of Life (cont'd)

Action Items	Term	Responsibility	Progress
6. Support events that foster community involvement and interaction, and encourage positive relations between new and long-term residents	S-L	CAO/ALL	<input type="checkbox"/>
7. Develop opportunities to promote and educate local residents on the heritage and history of the Township	S	PL	<input type="checkbox"/>
8. Explore options to foster support of younger and older residents of the Township	S	PL	<input type="checkbox"/>
9. Promote accessibility of services to residents regardless of their specific circumstances, and in accordance with the Township's Multi-Year Accessibility Plan	S-L	CL	<input type="checkbox"/>
10. Encourage health services options within the community	M	TC	<input type="checkbox"/>
11. Update the Roads Master Plan to identify minimum operational and service standards	M	PW	<input type="checkbox"/>
12. Develop a Fire and Emergency Services Master Plan to identify minimum operational and service standards	M	FD	<input type="checkbox"/>