

E - Essential
H - High
M - Medium
L - Low

**Planning and Economic Development Department
2018 Priority Initiatives**

| Priority | | | | Initiative | 2018 Deliverable Description | Budget | | Expected Timing | Service Areas Impacted | Status |
|--|---|---|---|--|--|---------|-----------|---|-----------------------------------|--|
| E | H | M | L | | | Capital | Operating | | | |
| Administration | | | | | | | | | | |
| ✓ | | | | Quarterly Reporting of Activities to Council (Council Direction) | Quarterly updates of Departmental Activity/Annual Performance Measures | | X | May, August, December and February 2019 | | Q1 Activity – Report PED-GM-02-2018 Q2 Activity – Scheduled for Aug. 28th CIC |
| ✓ | | | | Complete Tender for Central Administration Building | Council approval of design, budget and related matters | X | | April | | RFQ PED-GM-01-2018 – Completed April 5. |
| ✓ | | | | Department Priority Work Plan / Divisional Work Plans | Finalized Priority Initiatives to manage workload | | X | February | | Complete. |
| ✓ | | | | Year End Reporting - 2017 Accomplishments, Performance Measures | 2017 4th Quarter Departmental Activity and Annual Performance Measures - Year End Summary Presentation | | X | March | | Complete - Report PED-GM-01-2018; Presentation to Council Feb. 27, 2018. |
| ✓ | | | | Develop via Strategic Economic Development Committee key priorities, timing and funding for 2018-2022 Term of Council Priority Setting | Draft Priorities for Council consideration | X | X | September | | |
| | ✓ | | | Communications Outreach to Business Organizations | Annual Presentation | | X | Fall 2018 | | |
| Building Controls and By-law Enforcement | | | | | | | | | | |
| | | | ✓ | Building By-law | Consultant to modernize By-law Regarding: <ul style="list-style-type: none">• analysis the Building Services Revenue• calculations for determining Building Permit Fee• administration penalties for Work Commenced or Completed Without Permit• provisions for Conditional Permits• hold Public Meeting | | X | June | Building & By-law Enforcement | Consultant retained. Analysis completed. Fee and Penalty Calculations determined. Building By-law passed by Council June 12th. July - Notification to public and industries (Press Release, website & e-mail directly to builders and developers). August – Implementation. |
| | | | ✓ | Digital Project - Building Files | <ul style="list-style-type: none">• important to complete in terms of efficiency and customer Service• necessary to avoid using valuable space in the new building• needs to be aligned with completing the Electronic Permit submission, Portal and Electronic Plans Review initiatives | | X | December | Building & By-law Enforcement, IS | 'Alfresco' a free Document Management Solution (DMS) software program has been selected. Tenthline Inc. (from Mississauga) supports and implements this software. Awaiting quotation for implementation, configuration and training- \$50,000 approved budget. Once received and approved, will move forward in conjunction with the CityView Workspace project. |
| | | | ✓ | Electronic Permitting and Plan Review | Acquire technology and initiate electronic permitting intake processes and plan review processes | X | X | December | Building & By-law Enforcement, IS | |

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| | | | ✓ | Security Deposit Return | Streamline the process of returning security deposits for Entrance Permits and Lot grading. Implement a streamline process. Ties into Planning and Development initiative below - Site Plan Security Review Process. | | X | December | Building & By-law Enforcement, IS, Roads Operations, Finance, Planning | Staff has met with Planning, Roads Operations and IS for discussions. IS advises the workflow for security deposits to be included in the Building configuration of CityView and anticipate further status updates in Fall 2018. |
| ✓ | | | | Inspection of Sewer Lateral & Transfer from Water & Wastewater to Building & By-law Enforcement | <ul style="list-style-type: none"> the testing of the public portion of the Sewage Collection System before acceptance by the County to Ensure System Integrity work with Water & Wastewater for Transfer of Inspection | | X | December | By-law Enforcement | Plumber (Building Inspector) positions now filled. Sewer lateral design criteria and inspection process for subdivisions developed and draft criteria to be inserted into schedule "J" Development Control. Administration portion (permits and fee collection) to be addressed in July/Aug with transfer of inspections to occur upon start of Empire's Phase 4. |
| Community Development & Partnerships | | | | | | | | | | |
| | | | ✓ | Field Management | Draft Agreements, Operating/Capital Policies, Budgets, Financial Implications Above-noted to FaPO/Finance/SMT Above-noted to Staff (CPP) Above-noted to Groups Report to CIC Funding and Agreements | | X | April 2017 May 2017 May 2017 November 2017 September December | Corporate Services and FaPO | Complete. Complete. SMT Review October 23 - Complete. Complete. |
| | | | ✓ | Trails – Construction | Cayuga – Tender and Construction completion Chippewa Phase 2 – Design and Construction-County land Caledonia to York – Tender and Construction completion | X | | September March September | FaPO | Construction 70% complete. Complete - waiting for Empire to complete portion on their property (estimating fall 2018). Construction 60% complete. |
| | | | ✓ | Non-resident Pool Admission | Report to CIC Communication Plan - external and internal Wristband distribution with summer school promotion and resident promotion Signage for parking, park and pool building Technology purchase and hook-up Staff training technology and messaging Ongoing monitoring of Caledonia and Hagersville Post season analysis 2019 Budget Impacts based on analysis | | X | February April April - May May May June Summer 2018 September November | FaPO, Finance | Report PED-COM-02-2018. Complete. Complete. Design complete. Complete. Complete. Ongoing. |
| | | | ✓ | Program Fees and Rental Rates | Benchmarking Formulas Templates complete Evaluation of new Fees and Rates for Thresholds and Rationale SMT Report to Council Implementation | | X | January 2017 June 2017 August 2017 - February 2018 September 2017 - April 2018 May Summer 2019 starts ice - Fall 2019 | FaPO, Finance | Complete. Complete. First analysis of benchmarking and formulas complete. Reviewed October 23, 2017. More analysis required. Report PED-COM-11-2018. Complete. |

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| | ✓ | | | CPP Policy update | Report to Council - Community Halls Communication to Hall groups | X | | February March | All Departments | Report PED-COM-01-2018. Complete. |
| | ✓ | | | Parks and Recreation Service Plan | Public Feedback Draft Recommendations SMT Public Feedback Report to Council Implementation | X | | March August August September Fall 2018 | All Departments | Complete. |
| Economic Development and Tourism | | | | | | | | | | |
| | ✓ | | | Economic Development and Tourism Website | User-friendly content for new Ec Dev and Tourism webpages including online property tool | X | | Q3 2018 | IS Corporate Website Review Team | Data migration completed by outside consultants. Business Information - Will be hosted on the new corporate website. Staff are currently reorganizing and developing content for launch of new website in the Fall of 2018. Tourism Website - a new stand alone site will be created following the launch of the corporate website. EDT staff are working closely with I.S. staff to develop a template and key content for the development of this new site in late Fall/Early Winter. |
| | ✓ | | | Creation of Tourism Destination Management Organization (DMO) | Define parameters/functions of DMO, key priorities and how it fits with Ontario SouthWest and other key stakeholders Outreach to stakeholders for input/involvement and direction via workshop/tourism network meeting for buy-in, direction and ownership Annual Business/Communication Plan established with input and direction from tourism stakeholders | | X | Summer 2018 Fall 2018 Winter 2019 | External Tourism Stakeholders | Summarizing DMO best practices and key learnings into first draft for a Tourism Haldimand report. Currently on target for staff/stakeholder outreach fall 2018. |
| | ✓ | | | Branding Exercise for Economic Development and Tourism | Retain consultant to assist with background research, community outreach and input to inform brand positioning statement/value proposition Development of Brand Strategy & Messaging | | X | May/June 2018 - RFP release Summer/Fall 2018 - Community Outreach Fall 2018 - Brand Positioning Statement Late Fall 2018/Winter 2019 | Coordinator of Strategic Initiatives | RFP released and closes July 31, 2018. Signed contribution agreement from OMAFRA for Rural Economic Development Funds received - Q1 report for funding due Aug 31. |
| Planning and Development | | | | | | | | | | |
| | | ✓ | | Zoning By-law | Comprehensive update and consolidation of zoning regulations - started in 2015 | X | | June - full, final draft of text portion of by-law. December - full, final by-law including text and mapping components. | Building & Bylaw Enforcement; EDT; GRCA / NPCA / LPRCA | Review of Draft By-law completed with staff comments issued to consultant. Mapping work continues internally with efforts focused on converting existing mapping to new format. |

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| | | ✓ | | Official Plan Update | RFP Issuance for update to Official Plan to reflect new provincial policy, legislative matters (Bill 73), Growth Plan Conformity; sourcewater protection and natural features | X | | RFP release in early 2019. Project completion to run into late 2020. | Engineering Services, EDT, Finance | Council workshop on growth strategy completed. |
| ✓ | | | | Dunnville Waterfront Park Construction | Completion of project initiated in 2013 | X | | Spring 2018 | FaPO, Engineering Services, CDP | Main components of park development completed including final lighting installation, pathway construction, plantings and hydro-seeding. Site preparation for concrete and paving completed, including survey work. |
| ✓ | | | | Dunnville Waterfront Park Construction - Phase 2 | Complete construction of parking and additional public park components of larger waterfront development | X | | Contract / tender issuance late spring / early summer. Construction in Fall 2018. | FaPO, Engineering Services, CDP | Consultant retained and has completed preliminary concept. Consultant now working on site plan package. |
| | ✓ | | | Population, Household and Employment Forecasts Update | Complete updates to various forecasts for use in Development Charges Background Study, Master Servicing Plans, Official Plan Update and other County initiatives | X | | December | Building & Bylaw Enforcement; EDT; Finance | RFP process completed and Watson Associates retained to completed work. Background work/review has been initiated. |
| ✓ | | | | Jarvis Master Servicing Plan & Environment Assessment | Complete Master Servicing Plan Update and EA for wastewater treatment solution | X | | December | Engineering Services; Building; Roads; Environmental Services | Project scope defined, terms of reference produced and RFP issued. |
| | | ✓ | | Site Plan Security Review Process | Finalize review / process improvements relating to security monitoring and returns for site plans | | X | Q2 - Review current process and identify areas for improvement. Q3 - Meeting with key parties to agree on process improvements and implement. | Engineering Services; Roads; Environmental Services | Preliminary analysis of current process underway. |