

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
							Capital	Operating			
E	H	M	L								
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 scheduled for May 15th.	
✓				Complete Tender for Central Administration Building	Council approval of design, budget and related matters	X		April		Completed April 5, 2018.	
✓				Department Priority Work Plan / Divisional Work Plans	Finalized Priority Initiatives to manage workload		X	February		Completed.	
✓				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	Council approved initiative 2017. Consultant secured to do financial analysis. Workflow and financial background provided to Consulatnt - Public Meeting to review permit fees to be scheduled.	
	✓			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	IS has selected 'Alfresco' a free Document Management Solution (DMS) software. Tenthline Inc. (from Mississauga) supports and implements this software. IS is waiting on a quotation for implementation, configuration and training-\$50,000 approved budget. Once received and approved, plan on moving forward ASAP to work 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		
	✓			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	Meeting scheduled for April 10, 2018 with Planning and Roads Operations to discuss.	

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✓				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) position salary review completed. Create and implement sewer lateral design and testing (research underway). March 2018 job postings closed, interviews scheduled for April. Draft sewer lateral design and testing procedure being developed in coordination with Water and Wastewater.
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 April May	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	Tender out due April 17, construction to start in May. 97% completed, deficiencies to be addressed in April. Tender out due April 17, construction to start in May.
✓				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	Feb. 27th CIC Report PED-COM-02-2018 deferred, to be ratified at April 3rd Council. Design completed.
✓				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 April Summer 2019 starts ice - Fall 2019	FaPO, Finance	Complete. Complete. First analysis of benchmarking and formulas completed. Reviewed October 23, 2017. More analysis required.
✓				CPP Policy update	Report to Council - Community Halls Communication to Hall groups	X		February March	All Departments	Report PED-COM-01-2018 - Complete. In progress.

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	✓			Parks and Recreation Service Plan	Public Feedback	X		March	All Departments	Complete.
					Draft Recommendations SMT			April		
					Public Feedback			April - May		
					Report to Council			May - June		
					Implementation			Summer/Fall 2018		
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 is underway via a consultant. Corporate themes and layout have been established.
	✓			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	X		Summer 2018	External Tourism Stakeholders	In the early stages of researching DMO best practices. Areas of focus include: defining a DMO; education; functions of DMO; stakeholder engagement; and strategic public-private partnerships. Key learnings will be summarized and later discussed during stakeholder consultations/outreach.
					Outreach to stakeholders for input/involvement and direction via workshop/tourism network meeting for buy-in, direction and ownership			Fall 2018		
					Annual Business/Communication Plan established with input and direction from tourism stakeholders			Winter 2019		
	✓			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	X		May/June 2018 - RFP release Summer/Fall 2018 - Community Outreach Fall 2018 - Brand Positioning Statement	Coordinator of Strategic Initiatives	RFP has been initiated with the expectation of releasing late May.
					Development of Brand Strategy & Messaging			Late Fall 2018/Winter 2019		
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 continues with staff comments to be provided in April. Mapping work continues internally with efforts focused on converting existing mapping to new format.
			✓	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	Additional work on land needs assessment completed, including engineering analysis relative to capacities and infrastructure needs.
	✓			Dunnville Waterfront Park Construction	Completion of project initiated in 2013	X		Spring 2018	FaPO, Engineering Services, CDP	Construction limited in winter months. Project to re-start in late March with task planning undertaken.

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✓				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 initiated site design / site plan work.
	✓			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 finalized with Finance and to be released in early April.
✓				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	RFP draft completed and under review by key staff.
		✓		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.