

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

**Planning and Economic Development Department
2017 Priority Initiatives**

Priority				Initiative	2017 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, November and February 2018		PED-GM-03-2017 Q1 Activity Report - May 9 PED-GM-05-2017 Q2 Activity Report - August 22 PED-GM-06-2017 Q3 Activity Report - November 14 PED-GM-01-2018 Q4 Activity Report and Annual Summary – Scheduled for Feb. 27, 2018 CIC.
✓				Final Design approval for Central Administration Building	Council approval of design, budget and related matters	X		Complete		Report to Council August 21, 2017 for approval.
✓				Department Priority Work Plan / Divisional Work Plans	Finalized Priority Initiatives to manage workload		X	Complete		Finalized in February 2017.
✓				Year End Reporting- 2016 Accomplishments, Performance Measures	2016 4th Quarter Departmental Activity and Annual Performance Measures - Year End Summary Presentation		X	Complete		Report PED-GM-02-2017 and Year End Presentation March 28th CIC.
✓				Communications Outreach to Business Organizations	Annual Presentation		X	Feb-18		Communications Outreach to Business Organizations have been completed for Dunnville Chamber/BIA, Caledonia Chamber/BIA, Hagersville Chamber/BIA and the Cayuga Chamber. Jarvis Board of Trade is scheduled for Feb. 20/18 and Selkirk Chamber TBD (Feb/Mar 2018).
Building Controls and By-law Enforcement										
✓				CityView Mobile for Building & By-law	Complete the Implementation of In-Vehicle CityView		X	By-law implementation February Building implementation September	I.S.	October 2017 - CityView upgrades needed for the CityView Mobile. Project on hold to acquire new upgrade. Report approved October 30, 2017 Re: "Digital Collaboration" for CAP that will permit the CityView updates as well as work towards CityView Workspace, Portal, Bluebeam, electronic forms submission. December 2017 - Project remains on hold to waiting for new CityView upgrade. Staff have in the meantime completed workflows to be inserted into CityView once upgraded.
✓				Summer weekend By-law Enforcement	Pilot Summer Weekend By-law Enforcement and develop Measurement Metrics		X	April	Human Resources	November 2017 - Meeting with staff and union regarding any comments/concerns for continuing summer weekend enforcement future years. To occur again in 2018.

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✓				Building Permitting Service Delivery	Realign the Building Permitting and Inspection Service Delivery System to respond to increased activity		X	June		Realignment of staff complete allocating 1.4 FTE to Caledonia. Dunnville Satellite office hours of operation modified to Monday, Wednesday and Fridays only. June 26, 2017 - Report PED-BC-07-2017 Council approved the following: THAT staff be authorized to convert the temporary Building Inspector (project position) to permanent full-time; AND THAT staff be authorized to recruit for the backfilling of the vacant Building Inspector maternity leave position on a permanent full-time basis.
	✓			Sunday Gun Hunting	Report to respond to Council Resolutions relating to Sunday Hunting		X	March		January – March, 2017 - Report PED-BC-06-2017 presented at March 28, 2017 CIC and Council approved April 3, 2017; recommendation defeted 4 to 3 Sunday Gun Hunting prohibition is maintained. Initiative complete.
			✓	Loitering By-law	Report to respond to Council inquiry relating to Loitering By-law		X	September		October 3, 2017 - Report to Council – Staff directed to meet with the Dunnville BIA / Chamber of Commerce to investigate potential options to address loitering in the downtown core. Meeting held October 25, 2017 - it was resolved that staff and Dunnville BIA/Chamber would work together to develop a sign to share the benches.
	✓			Building By-law	Consultant to Modernize By-law regarding: • 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	December	Building & By-law Enforcement	October 2017 - Contract awarded to Watson and Associates, a project start up meeting set for October 24, 2017. December 2017 - Staff working with consultant to provide details of building preocesess workflow, staff hours associated with steps in the workflow, so consultant can do financial analysis. Initiative On-going.
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 May May November February 2018 March 2018	Corporate Services and FaPO	Complete. Complete. SMT Review October 23 - Complete. Dates booked.
	✓			Trails – Design, Construction	Cayuga – Final Design Chippewa – Design and Construction with Empire Caledonia to York – Final Design, Tender		X	May December February - September	FaPO	Property acquisition process initiated - approved by Council; anticipate completion Q1 2018. Construction started, anticipate completion March 2018. Draft design completed. Tender WIP, pending approval of 2018 Budget.
	✓			CIP 150 Grants	Edinburgh Square - HVAC and Windows		X	March 2018	Finance, FaPO, Library	Tender over budget. Project scope has changed to now include - asbestos removal, lighting replacement, HVAC (controls) upgrade, and washroom energy saving replacements and hand rails.

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	✓			Ontario 150 Grant	Edinborough Square - HVAC and Windows	X		March 2018	Finance, FaPO	Tender over budget. Project scope has changed to now include - asbestos removal, lighting replacement, HVAC (controls) upgrade, and washroom energy saving replacements and hand rails.
	✓			Program Fees and Rental Rates	Benchmarking	X		January	FaPO, Finance	Complete.
					Formulas Templates complete			June		Complete.
					Evaluation of new Fees and Rates for Thresholds and Rationale			July/August		First analysis of benchmarking and formulas completed.
					SMT			September		Reviewed October 23. More analysis required.
					Report Council			Q1 2018		
Economic Development and Tourism										
✓				Dunnville Farmers Market Capital Project	Retain Architect Consultant , Prepare Tender Documents, Award Tender, Construction	X		Spring 2018	CDP, FaPO, Planning, Building, Finance, Farmers Market Group	The staining of the exterior will happen early Spring 2018. Remainder of construction will be completed in advance of the staining. Staff are currently working on Memorandum of Understanding with Dunnville Farmers Market and rental requirements.
	✓			Development of Economic Development and Tourism Microsites in collaboration of new Corporate Website	Creation of new Economic Development microsite and Tourism microsite with specific content for each audience. Intent is to have Economic Development website fully functional by year end and shell of Tourism website developed	X		Q2 2018	I.S.	In progress - website redevelopment team meeting regularly. EDT staff assigned to review and ensure our website information is current in advance of migration of data to new website.
	✓			Council Workshop on EDT Strategy	Present Council with a 5 Year Detailed Work Plan as it relates to the key priorities of the recently approved Economic Development and Tourism Strategy		X	Completed		Council Workshop held May 15, 2017.
	✓			Development of a Community Economic Profile	Acquire data on a yearly basis, develop a user-friendly tool to present data (Profile) on-line and in a hard copy format. (Census data will be released throughout 2017, so best to finalize at end of year for most up-to-date data)		X	Completed	I.S.	2017 Community Profile completed and posted on website.
	✓			Establish Economic Development Advisory Committee/Task Force	Develop Terms of Reference for Council approval. Confirm Committee Members and have inaugural meeting		X	Completed	Council, SMT	Committee established, first meeting held in November 2017.

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Planning and Development										
			✓	Zoning By-law	Comprehensive update and consolidation of zoning regulations - started in 2015	X		December	Building & Bylaw Enforcement; EDT; GRCA / NPCA / LPRCA	<p>First draft of by-law provided to staff in late 2016 and is currently under review.</p> <p>Preliminary mapping work completed in-house in 2016, including zoning grid and zoning legends/general map schedule layout. Work is to be advanced with addition of contract staff in summer of 2017.</p> <p>Public information centre (PIC) #2 to be scheduled for early 2018 and will consist of presentation the draft zoning bylaw content to the public. A (potential) PIC #3 will be targeted for middle 2018 to address any significant / outstanding matters, including potential for demonstration of interactive mapping. Presentation to Council targetted for middle of 2018.</p>
			✓	Official Plan Update	<p>Updated Land Budget and Servicing for growth strategy - includes employment lands.</p> <p>Update Official Plan to reflect new provincial policy, legislative matters (Bill 73), sourcewater protection and natural features.</p>	X		Fall 2017 - Growth Strategy Workshop with Council August 2017 - RFP release December 2018 - project completion	Engineering Services, EDT, Finance	<p>Internal background work relating to land budget underway with preliminary land assessment complete. Engineering analysis of land capabilities (for various build-out scenarios) has been initiated internally. Growth strategy to be developed and presented to Council for endorsement in early 2018.</p> <p>Growth strategy to be incorporated into larger RFP for the legislated municipal comprehensive review (also referred to as the "5 year OP update") which is to be issued in early 2019.</p>
			✓	Dunnville Waterfront Park Construction	Completion of project initiated in 2013	X		December	FaPO, Engineering Services, CDP	<p>Site plan approval process complete.</p> <p>Tender process completed and contract awarded to TDI International.</p> <p>Construction work well underway and is being staged appropriately with farmers market building.</p> <p>Construction completion, including all landscaping, in spring 2018.</p>
			✓	Central Administration Building	Secure zoning approval and all detailed design approvals through site plan application process		X	Zoning: complete March 2017 (including appeal period) Site Plan: commence mid-2017, complete by December 2017	Engineering Services; Building; Roads; Environmental Services	Zoning By-law final and complete March 15, 2017. Site Plan part of regular work program. Site plan application submitted and first review completed. Second submission anticipated late January 2018.
			✓	Assumption of Subdivisions	Improve County's process for formal assumption of subdivisions, including introduction of bylaws to facilitate transfer of ownership		X	Complete	Engineering Services; Roads	Report presented March 28th at CIC and new process endorsed by Council. Practice now in full effect.
			✓	McClung Developments	Phase 2 & 3 Agreements		X	Phase 2 Complete; Phase 3 In Progress		Phase 2 completed and registered in late March. Phase 3A-1 completed and registered in October.