



## **REPORT PD-2014-007**

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**TO:** Mayor and Members of Council

**FROM:** Kelly Patzer, Development Coordinator

**DATE:** September 17, 2014

**SUBJECT:** Community Improvement Plan - First Steps  
File No.: D18/CIP

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### **RECOMMENDATIONS**

That Report PD-2014-007 regarding the Community Improvement Plan – First Steps be received;

That Council authorize staff to proceed with issuing a Request for Proposal to retain a consultant to develop a Community Improvement Plan;

That staff be authorized to submit grant/funding applications from all available Federal and Provincial agencies and the County of Wellington; and

That in 2015, Council appoints two Council representatives to a Community Improvement Plan project committee through Council resolution.

### **DISCUSSION**

#### **Purpose**

The purpose of this report is to provide Council with information on the preparation of a Township of Puslinch Community Improvement Plan (CIP) including first steps, associated timelines and funding opportunities.

#### **Background**

The Township of Puslinch Business Retention and Expansion (BR+E) Report prepared by Genny Smith of GS Consulting was presented to Council by delegation at the June 4, 2014 Council meeting. One of the short-term action items identified was the creation of a CIP.

CIP's can be developed to address a number of various growth management challenges and area improvements such as:

- Commercial and industrial area renewal/beautification;
- Remediation of contaminated properties;
- Development that meets recognized environmental standards;
- Transit/bicycle oriented development;
- Land intensification; and
- Heritage property conservation

Community improvement planning is an effective and flexible tool that can lead to increased economic activity and investment by encouraging land and building restoration, revitalization of Township core areas and development and land use change based on local priorities.

The Ministry of Municipal Affairs and Housing Community Improvement Planning Handbook 2008 identifies an adjustable three stage process when developing a CIP.

**Stage 1 is to Build the Plan's Foundation.** This includes identifying the community needs through stakeholder and community input and feedback. Workshops, open houses and a steering committee will define community priorities and project areas to focus the foundation of the CIP. A report to Council will outline the outcome of community feedback to authorize the development of the Plan.

**Stage 2 is to Prepare the Plan.** Opportunities and challenges are identified and addressed; analysis of planning, land use and other policies is conducted; detailed implementation policies and eligibility criteria are created; marketing policies are developed to promote the uptake of the CIP; and an Action Plan is developed that will identify any funding and operational requirements. Throughout this process, there will be Council reports and public meetings to solicit community input for the finalization of the plan.

**Stage 3 is to Implement the Plan.** Marketing programs are established to raise interest and stimulate uptake of the CIP. Monitoring and any required adjustments are made to ensure an effective Plan.

### **Timelines**

- **Immediate:** Prepare applications for funding to the Rural Economic Development Program, County of Wellington BR+E Municipal Implementation Fund and any other federal or provincial funds available for CIP's
- Issue a Request for Proposal

- **Stage 1:** Steering Committee chosen by January 2015
- Community input including workshops & open houses to be held by March 2015
- **Stage 2:** Draft Plan prepared for commenting by April 2015
- Plan targeted to be finalized and presented to Council in June 2015
- **Stage 3:** Ongoing marketing and monitoring of the CIP

## **FINANCIAL IMPLICATIONS**

The 2014 Capital Budget includes a cost of \$25,000 for the implementation of the Business Retention + Expansion Plan with the following funding sources:

- \$2,500 taxation levy
- \$10,000 County of Wellington BR+E Municipal Implementation Fund
- \$12,500 Rural Economic Development Program

Upon further investigation, this project is projected to cost \$30,000 with the following funding sources:

- \$2,500 taxation levy
- \$12,500 County of Wellington BR+E Municipal Implementation Fund
  - The County of Wellington BR+E Municipal Implementation Fund has yearly funding of \$25,000 available per municipality; therefore, the remaining funds of \$12,500 will be utilized for the Development Coordinator's role with overseeing the CIP project.
- \$15,000 Rural Economic Development Program

The Request for Proposal will include a condition that award of the contract will be based on grant funding being obtained.

## **APPLICABLE LEGISLATION AND REQUIREMENTS**

Part IV, Section 28 of the Planning Act provides the primary legislative framework for Community Improvement Planning and includes in the definition of community improvement, *“the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary.”*

The Planning Act requires that a municipality consult with the Ministry of Municipal Affairs and Housing Services office to obtain a staff contact and early advice, information and guidance on best municipal practices on the preparation of a Plan.

The County of Wellington's Official Plan contains provisions for identifying and implementing a CIP and delegates local Council to accomplish its community improvement objectives.