

# Southgate Community Action Plan 2015 Annual Report



## The Southgate CAP Mission

### **Trusted Government**

- Trusted, Timely, Transparent, Accessible Municipal Decision Making
- A Sustainable Suite of Efficient, Equitable, and Affordable Municipal Services in Support of Community Priorities

### **Economic Prosperity**

- Business Development and Jobs
- A Prosperous and Diverse Agricultural Industry
- Accessible Health Services and Supportive Housing for Seniors

### **Environmental Conservation**

- Decision making that prominently considers environmental factors
- Advanced water conservation and waste management

# **CAP Annual Executive Summary**

The Southgate Community Action Plan sets out seven broad goals under the themes of Trusted Government, Prosperity, and Environmental Conservation. The goals each have a list of action priorities for the period 2013-2018. The Community Action Plan, sets out specific initiatives to be undertaken starting in 2014, and identifies where leadership for each initiative should reside. The 2015 CAP Annual Report will report on the past years achievements and the progress made to date, to advance each of the goals and the action initiatives in the Southgate Community Action Plan.

## **The Township of Southgate's Core Values**

### **Community Involvement**

Actively involve and engage the Southgate community in a meaningful manner;

### **Innovation**

Utilizes the creativity found in our citizens and employees to find new and better methods to achieve results through learning from the success of others and our past experiences;

### **Integrity**

Demonstrate honesty and sincerity in our service delivery through open and transparent communications to ensure an educated and informed community;

### **Leadership**

Demonstrate an open and honest commitment to the long term goals and vision for Southgate;

### **Public Safety**

Create an environment of safe working conditions and in the community through our infrastructure development, inspection and routine maintenance practices;

### **Quality**

Deliver quality service and leadership through continuous improvement;

### **Stewardship**

Be stewards of the public trust to ensure that financial and human resources are used effectively and efficiently; and

### **Sustainability**

Build and maintain a Township with sustainable infrastructure that balances social, economic and environmental values, that contributes to an excellent quality of life.

# Southgate CAP Accomplishments

## Theme #1 - Trusted Government

### Goal 1A: Trusted, Timely, Transparent, Accessible Municipal Decision Making

#### Action 1.A.1:

Southgate will actively communicate with the public, facilitate public involvement, and define procedures for municipal decision making on potentially controversial issues.

#### Target:

Adoption and application of policies and procedures found to be effective with respect to potentially controversial issues.

#### 2015 Results on Action 1.A.1:

- Two Southgate CAP Open House meetings were held in Dundalk on September 24, 2015 at 6:30 pm at the Macintyre Building and on September 28, 2015 at the Holstein Optimist Centre. All of Southgate's departments were represented being:
  - Administration
  - Clerk's Office
  - Economic Development
  - Fire Services
  - Planning
  - Recreation
  - Roads
  - Water & Wastewater
  - Waste Resources & Diversion Management
  - Representation from the local Conservation Authority, Grey Bruce Health Unit, and Grey County Social Services.

#### Action 1.A.2

Southgate will expand its use and capabilities for electronic communication with residents.

#### Target:

One-third of the households and businesses receiving timely electronic communications from the municipality.

#### 2015 Results on Action 1.A.2:

- In 2015 the Southgate Clerk continued with changes to the Southgate website to improve access to Municipal information and communications and to increase the distribution of Southgate information.
- The Clerk's department implemented an engagement tool called My311 to assist Southgate residents in finding information and having their concerns addressed by staff through a tracking and resolution process. This process is still being rolled out and is hopeful for completion in 2016.

## **Goal 1A: Trusted, Timely, Transparent, Accessible Municipal Decision Making con't.**

### **Action 1.A.3**

Southgate will promote education for Council members and for the public, related to municipal decision-making.

#### **Target:**

- i. At least one guest speaker per year;
- ii. Annual comparative reporting on 6-10 measures of municipal service performance; and
- iii. Annual reporting on new business inquiries.

#### **2015 Results on Action 1.A.3:**

- Southgate Council received training from Municipal Affairs and Housing on decision making, Municipal Act powers, as well as duties and responsibilities of elected officials.
- Southgate Council received a presentation from our lawyer, Weir Foulds, on Municipal Conflict of Interest.
- The Economic Development Officer reports to Council on a quarterly basis related to economic activity of new business enquiries.

### **Action 1.A.4**

Southgate will establish community working groups in order to pursue several of the specific strategic initiatives contained in this Southgate Community Action Plan.

#### **Target:**

At least 3 community working groups have been created by bylaw and have completed their mandate successfully.

#### **2015 Results on Action 1.A.4:**

- No Community Working Groups were established in 2015

### **Action 1.A.5**

Southgate will also establish community fact-finding task forces when appropriate in order to facilitate a balanced public process of fact-finding and open learning about potentially controversial issues requiring Council decision.

#### **Target:**

At least 3 community fact-finding task forces have been created by bylaw and have completed their mandate successfully.

#### **2015 Results on Action 1.A.5:**

- Southgate established a Community Task Force to explore the need for a new Community Facility related to services required, future needs, suggested building options, and recommendations for Councils consideration in 2016.

## **Goal 1A: Trusted, Timely, Transparent, Accessible Municipal Decision Making con't.**

### **Action 1.A.6**

Southgate will report on the community's progress in achieving the priorities of this Community Action Plan, and put forward an annual work plan for action.

#### **Target:**

Annual reports by the CAO to Council, and by the Mayor to the public, on past year's achievements and coming year work plans related to the Community Action Plan.

#### **2015 Results on Action 1.A.6:**

- Staff Report CAO 2016-016 is the draft CAP Annual Report taken to Council on February 17, 2016.
- This report will form the basis for the public report to be sent out by the Mayor, on behalf of Council and included in the first tax bill mailing.
- Action items for 2016 are included in this 2015 CAP Annual Report and are included in the 2015 Mayor's CAP Report.

### **Action 1.A.7**

Early in each new term of Council, the Mayor and Council will implement a process for effectively engaging the public in reviewing the priorities of this Community Action Plan.

#### **Target:**

A process early in 2015, to engage local organizations and the public, in reviewing & renewing, the priorities of this CAP, participating in and the implementation of the plan.

#### **2015 Results on Action 1.A.7:**

- CAP meetings were organized with the new Council on April 22, 2015 and May 25, 2015 to introduce the CAP, discuss the options to engage community groups, how to get public participation in the review process, renewing the priorities, and implementation of the CAP.
- Two Southgate CAP Open House meetings were held in Dundalk on September 24, 2015 at 6:30 pm at the Macintyre Building and on September 28, 2015 at 6:30 pm at the Egremont Optimist Centre in Holstein. A survey was created to receive public input and feedback on the CAP process and priorities. All of Southgate's services were represented with information tables and staff to answer questions. In addition, Southgate invited representation from the Conservation Authority, Grey Bruce Health Unit, and Grey County Social Services.

## **Goal 1B: A Sustainable Suite of Efficient, Equitable, Affordable Municipal Services in Support of Community Priorities**

### **Action 1.B.1**

Southgate will strive to maintain property tax increases for its services within the rate of inflation.

#### **Target:**

Annual property tax increases at the rate of inflation.

#### **2015 Results on Action 1.B.1:**

- The 2015 Southgate blended tax increase was set at 4.92% while the rate of inflation was 2.4%. This 2015 tax increase was impacted primarily by a loss of provincial Ontario Municipal Partnership Funding (OMPF) of \$187,300.00, which translates into a 4.6% tax increase and policing cost estimates increase of \$30,981.00 or a 0.77% tax increase.
- Southgate continues to review service and delivery of those in the most cost efficient manner. In the last half of 2015, staff reviewed Building and By-law Enforcement as a service by looking at options that could provide those services in a more efficient and cost effective way.

### **Action 1.B.2**

Southgate will lobby for changes in Provincial funding and legislation in order to increase revenue sources.

#### **Target:**

Increased Provincial funding and changes in legislation.

#### **2015 Results on Action 1.B.2:**

- Southgate Council and partner area municipalities attended delegations at the ROMA and AMO Conventions with Provincial Ministers of Agriculture Food & Rural Affairs, Economic Development Employment & Infrastructure, and Energy, to discuss concerns regards the following issues:
  1. Ontario Municipal Partnership Fund (OMPF) and the need for stable consistent funding based on population.
  2. Rural Natural Gas to reduce energy costs.
  3. Rural Fibre Optic connectivity to increase communications speed and access to services.
  4. Tile Drain loan interest rates.

### **Action 1.B.3**

Southgate will investigate responsible opportunities to reduce Southgate's portfolio of tax-supported infrastructure and to increase the funding of municipal activities from non-tax revenues.

#### **Target:**

Decrease in Southgate general property tax levy as a proportion of total municipal expenditures.

## **Goal 1B: A Sustainable Suite of Efficient, Equitable, Affordable Municipal Services in Support of Community Priorities con't.**

### **2015 Results on Action 1.B.3:**

- During the 2015 and 2016 Southgate budget preparation, the municipality was faced with the following challenges:
  - In the 2015 tax year, a loss of provincial Ontario Municipal Partnership Funding (OMPF) of \$187,300.00, which translates into a 4.6% tax increase to replace it.
  - In 2015 we received notice the 2016 tax year would see a loss of provincial OMPF funding of \$120,000.00 had to be dealt with, which translates into a 2.34% tax increase to replace it.
  - The 2015 policing cost estimates increase is \$30,981.00 or a 0.77% tax increase.
  - In 2015 we received notice the 2016 policing cost estimates increase is \$56,991.00 or a 1.11% tax increase.
  - When you take into account a Cost of Living Allowance (COLA) of 2.4% from 2014 and 1.0% for 2015 Southgate taxation increases were less than the impact of OMPF funding losses, OPP cost increases and inflationary pressures of COLA. The 2015 and 2016 tax increase did not cover these increased costs of operations.
  - Southgate continues to address capital investments and Asset Management Plan issues. The challenge of our infrastructure deficit is being addressed through historical capital investment, as well as the use of federal gas tax money, some new capital Ontario Community Infrastructure Fund (OCIF) funding of \$58,850.00 per year and application based competitive funding opportunities that are for rehabilitation projects.
  - The following are the capital projects that funding was applied for 2015 or realized in 2015 for projects in 2015 and 2016:
    - OCIF application–Bridge S20 Rd#10 at SR #7 90% funding \$1,230,264
    - OCIF municipal allocation funding -Bridge S27 Rd#14 west of SR #13, \$58,850 towards \$161,000 project
    - Grey County one time funding - Bridge S23 Rd#12 east of SR #7, \$133,028
    - Trillium Fund – Dundalk Memorial Park playground rubber mulch/safety netting \$23,100
    - Canada 150 funding - Holstein Park Upgrades amounting to \$179,096.00 with 40% funding approval for 2016 project to improve walking trails in park & to the public school
    - Building Canada Fund-Small Community Fund (BCF-SCF) - Rural Fibre Connectivity Project funding request for \$2,302,992, the expression of interest approved, full application was denied.
    - BCF-SCF - Dundalk Well #5 & Water Tower funding request for \$3,132,172, however the Phase I Expression of Interest application was denied approval to proceed.
    - OCIF - SR #7 Road construction and Bridge work between Rd #24 & #26, 88% funding of \$936,000 for completion in 2016.

**Goal 1B: A Sustainable Suite of Efficient, Equitable, Affordable Municipal Services in Support of Community Priorities con't.**

**Action 1.B.4**

Southgate will provide the highest standard of road maintenance and repair, consistent with the financial capacity of the municipality, and will maintain the roads/bridges budget as the highest priority for tax-supported expenditures.

**Target:**

Roads spending as a proportion of the municipal general levy will have been maintained or increased.

**2015 Results on Action 1.B.4:**

- The Public Works Manager organized a Spring 2015 Southgate Roads tour for Council, public members, the press, and staff to inspect present and future capital roads projects to prioritize for budget purposes.
- The Public Works Manager hosted a public open house to receive comments and concerns related to Southgate Transportation and Public Safety operations on June 9, 2015.
- In 2015 the Roads department increased its investment in infrastructure and capital by \$373,900.00 compared to 2014. This investment included external public money from Gas Tax, as well as federal and provincial funding, plus private contributions from the Southgate Solar developers, and the use of some Southgate reserves that translated into the following equipment purchases and projects:

1. Construction SR #39 north of Rd #24	\$ 48,000.00
2. Construction SR #41 south of Rd #22	\$296,000.00
Southgate Solar project funding	\$230,000.00
3. Paving of Rd #26 at SR #73	\$119,167.00
4. EA study Bridge S20 on Rd #10 at SR #7	\$ 25,500.00
OCIF application 90% funding	\$22,950.00
5. Bridge S23 on Rd #12 east of SR #7	\$132,000.00
One time Grey County funding	\$132,000.00
6. Bridge S27 on Rd #14 west of SR #13	\$161,000.00
OCIF allocation funding	\$58,850.00 and
One time Grey County funding	\$9,101.00
7. Tandem Truck purchase	\$240,000.00
8. Sidewalk replacement in Dundalk & Holstein	\$ 41,500.00
9. 13.2 km of pavement micro-surfacing	\$251,000.00
Supported by Gas Tax funding	\$208,189.43
10. Young Street Watermain replacement	\$453,500.00
11. Excavator Upgrade	\$130,000.00
12. Trackless Sidewalk Snow Blower	\$110,000.00

Capital Investment from Taxes, Reserves & Funding **\$2,007,667.00**

## **Goal 1B: A Sustainable Suite of Efficient, Equitable, Affordable Municipal Services in Support of Community Priorities con't.**

### **Action 1.B.5**

Southgate will design a long-term road system to efficiently and effectively meet the needs of all users.

#### **Target:**

A long-term master plan will have been completed for the evolution of the Southgate road system; the master plan will be applied in road maintenance and construction operations and budgets.

#### **2015 Results on Action 1.B.5:**

- The Southgate "Roads Needs Study" that was updated in 2014 continues to the roadmap to set priorities for capital projects to ensure timely investment is made to our roads infrastructure to rehabilitate the assets and extend the life cycle of our roadways and bridges.
- Each year Southgate completes a Bridge Inspection Report for half of the structures in the Township and this was completed in the east side of the municipality in 2015.

## **Theme #2 – Economic Prosperity**

### **Goal 2A: Business Development and Jobs**

#### **Action 2.A.1**

Southgate will work with local business and other business development organizations to develop a program of business skills training and one-on-one mentorship for existing and potential entrepreneurs.

#### **Target:**

A program of business skills training will be available in Southgate.

#### **2015 Results on Action 2.A.1:**

- Southgate's EDO has been working with regional agencies to identify training programs that may assist local businesses and to market those programs to local businesses.
- The EDO made in excess of 30 contacts in 2015 with Southgate businesses to discuss their needs and explore any opportunities they need assistance with.

#### **Action 2.A.2**

Southgate will work to bring in broadband infrastructure as a means to attract high-tech businesses, home occupations and prosperous telecommuters.

#### **Target:**

High-speed, high-capacity internet service will be available in most of Southgate.

## **Goal 2A: Business Development and Jobs con't.**

### **2015 Results on Action 2.A.2:**

- In 2014, Southgate completed a Building Canada Fund-Small Community Fund expression of interest application for 66% funding for a rural High Speed Fibre Optic Communication and Natural Gas project to service most of Southgate's hamlets and over 80 kilometers of rural roadways. The natural gas part of the project was rejected, but Southgate was invited to submit a phase II application for evaluation and decision by the Ministry of Agriculture Food & Rural Affairs. In 2015, Southgate received notice from the Ministry that our application was not approved for funding.
- Southgate continues to explore opportunities and partnerships to advance this as a CAP goal.
- The EDO is involved in the SMART Community and SWIFT programs which are being coordinated by Grey County IT staff who represent the area in efforts that are coordinated at increasing high-speed, high capacity internet service in Southwestern Ontario, including Southgate.
- The EDO is encouraging the inclusion of fibre connections to all of the homes being built in the Flato Development. Flato is considering including all these fibre connections in the development as it is planned.

### **Action 2.A.3**

Southgate will work with local business and other business development organizations to identify viable opportunities for new/expanded retail and service business.

#### **Target:**

At least 5 new stores will be offering goods and services not currently provided within Southgate.

### **2015 Results on Action 2.A.3:**

- Southgate's Economic Development Officer has reported that 3 new retail businesses opened in Southgate that he is aware of. The company names are The Wicker Pig, The Ranch House Restaurant and MIXR radio. Several other businesses in Southgate have opened in the rural area that he was not a part of.
- Visiting businesses in the community is important for the retention and expansion of businesses and in identifying issues/solutions important to the business community. The EDO contacted 64 Southgate businesses and organizations in 2015.
- The EDO has been working with a residential developer to build a very large subdivision in Dundalk of around 700 homes, thereby adding in excess of 1500 people to Dundalk. The new housing and corresponding population should support an increased market for local businesses.
- In 2015 there were 12 rural businesses that applied for zonings for secondary uses on farms in Southgate. Most of these businesses are

currently going through re-zoning and building permit application processes.

- In 2015, the Dundalk Poultry facility re-opened.
- The EDO undertook a number of tourism initiatives such as the Holstein Dam, tourism brochure and Butter Tarts & Buggies to increase the business opportunities for new and existing businesses.
- The EDO worked with MTO to add green marker signs on Hwy. 10 to point travellers to “Downtown” Dundalk at Grey Rd. 9 at no cost to the municipality and got tourism signs installed on Hwy 10 to promote business opportunities in Downtown Dundalk.
- The 2015 Business Directory was produced in late 2014 and was distributed door to door in early 2015 to increase and promote local business opportunities.

#### **Action 2.A.4**

Southgate will take steps to accelerate residential construction in draft-approved subdivisions and on other suitable properties within designated settlement areas.

#### **Target:**

An average of 10 new residences per year will be built on lots created since 2013.

#### **2015 Results on Action 2.A.4:**

- The Building department has reported that 18 new homes were constructed in Southgate in 2015.
- The expansion of natural gas service in Dundalk has been completed.
- The EDO has been working with a residential developer to build a very large subdivision in Dundalk of about 700 plus homes. The developer has purchased an additional site with an existing approved subdivision to provide access to the Township’s infrastructure and roads. The developer has applied for a Township Official Plan Amendment and is working with the County on subdivision approval.
- The approved subdivision of 70 homes went on the market in 2015 and all of the lots were sold. The developer will begin building homes in 2016.
- The additional housing from the main subdivision development should add another 1,500 people to Dundalk. This is the largest development ever in Southgate. The new population should support an increased market for local businesses.

## **Goal 2A: Business Development and Jobs con't.**

### **Action 2.A.5**

Southgate will facilitate sustainable industrial development.

#### **Target:**

At least 25 net new industrial jobs will have been created in Southgate;  
Available properties in Southgate's industrial parks will be occupied.

#### **2015 Results on Action 2.A.5:**

- It is difficult to track the actual number of direct jobs created in Southgate in 2015.
- The former Dundalk Poultry facility reopened in 2015 for business under the name of Conscious Living Cuisine Processing Ltd.
- The EDO had 5 inquiries for locating industrial operations and 1 for a commercial business in 2015.
- There were 12 new on farm applications for re-zoning for secondary use industrial shops.
- No new industries were located in the industrial park in 2015.
- The EDO worked with MTO to install 5 blue MTO signs that identify the "Township of Southgate" on Hwy. 10, 6 and 89 near our municipal boundaries at no cost to the municipality. This promotes the community to travellers that go through the area.
- Signs promoting the Eco Park on Ida Street were deteriorating and needed to be replaced. The new signs were printed on aluminum and coated to protect the paint. These signs are more durable and should last much longer than the original Eco Park signs.
- The EDO is currently working on an Eco Park billboard sign on Hwy 10 to promote industrial development. A permit application was submitted to MTO in 2015.
- The EDO developed listings of available vacant land in the Eco Park and the old Hanbury Industrial Park to promote industrial development.
- Eco Park mapping for the Community Profile and the website has been updated and maps were created by County GIS staff to promote industrial development.
- The new Community Profile is now available on the Township's website to promote industrial development.

## **Goal 2B: A Prosperous and Diverse Agricultural Industry**

### **Action 2.B.1**

Southgate will maintain infrastructure in rural areas, and facilitate the introduction of new infrastructure, which supports modern and varied agricultural practices and on-farm business.

#### **Target:**

Increased employment on both large scale and small scale farms.

#### **2015 Results on Action 2.B.1:**

- In 2014, Southgate made an application, as mentioned in Action 2.A.2, for a Building Canada Fund-Small Community Fund expression of interest application to receive 66% support funding for a rural High Speed Fibre Optic Communication and Natural Gas project to service most of Southgate's hamlets and over 80 kilometers of rural roadways. The natural gas part of the project was rejected, but Southgate was invited to submit a phase II application for evaluation and decision by the Ministry. In 2015 Southgate received notice, from the Ministry, that our application was not approved for funding.
- Southgate met with the Minister of Infrastructure and the Minister of Agriculture Food & Rural Affairs at the ROMA Convention on February 23 & 24, 2015 to advance the natural gas servicing of rural areas of the Township.
- See Action 1.B.5 results as improvement to our roads infrastructure is one of the most important services we provide to the agricultural community.

### **Action 2.B.2**

Southgate will support appropriate opportunities for farm income from sources other than agricultural production.

#### **Target:**

A clear Southgate policy framework for on-farm income producing activities other than agricultural production will have been articulated.

#### **2015 Results on Action 2.B.2:**

- No progress has been made in the policy framework as this action will be part of the next Southgate Official Plan review or amendments process.
- In 2015 there were 12 new rural businesses that applied for zonings for secondary uses on farms in Southgate. Most of these businesses are currently going through re-zoning and building permit application processes.
- Dundalk Poultry facility re-opened under new ownership as Conscious Living Poultry Cuisine. The EDO assisted the original owner with a land severance that facilitated the sale of the property to the new owner.

## **Goal 2B: A Prosperous and Diverse Agricultural Industry con't.**

### **Action 2.B.3**

Southgate will refrain from enacting regulations pertaining to any aspects of agricultural production or practices where other agencies have jurisdiction over such aspects of agricultural production or practices.

#### **Target:**

No new Township regulations pertaining to agricultural production will have been adopted.

#### **2015 Results on Action 2.B.3:**

- No new Township By-laws were approved by Council that impact agriculture production.

## **Goal 2C: Accessible Health Services and Supportive Housing for Seniors**

### **Action 2.C.1**

Community leaders, health agencies and health practitioners will develop and implement an action plan to attract a greater presence of health professionals and community support services in Southgate.

#### **Target:**

The number of service hours performed by health and community support service practitioners in Southgate will have doubled.

#### **2015 Results on Action 2.C.1:**

- While no progress has been made on this action, the Mount Forest Doctor Recruitment Committee has been successful in pursuing and recruiting family physicians that offer service to Southgate residents.  
[www.wellingtonhealthcarerecruitment.ca](http://www.wellingtonhealthcarerecruitment.ca).

### **Action 2.C.2**

Southgate will take steps to stimulate the development by private developers or community organizations of an expanded range of seniors housing options for residents of Southgate.

#### **Target:**

20 new dwellings specifically oriented to the seniors market will have been constructed in Southgate

#### **2015 Results on Action 2.C.2:**

- Southgate's EDO conducted a Senior Housing needs survey in 2014 and the results were compiled in a final report presented to Southgate Council on February 4, 2015.
- Southgate continues to have inquiries and discussion with some progress in this area.
- In 2015 the EDO met with a consultant representing a potential seniors' housing developer who was considering a complex in Dundalk. The EDO researched information for the consultant and toured the consultant around Southgate to promote the community. The proponent is still evaluating a seniors housing development at this time.

## **Theme #3 – Environment Conservation**

### **Goal 3A: Decision making that considers Environmental Factors Prominently**

#### **Action 3.1**

Southgate will take the actions for which it is responsible, and support the actions of other agencies, to protect identified sources of drinking water.

#### **Target:**

All drinking-water-source protection measures in place; no wells taken out of service because of contamination creating water unsuitable for drinking.

#### **2015 Results on Action 3.1:**

- Southgate's Public Works Manager has taken an active role in the Grand River Conservation Authority (GRCA) Source Water Protection (SWP) process.

### **Goal 3B: Advance Water Conservation and Waste Management**

#### **Action 3.2**

Southgate will promote and expand the municipality's waste diversion practices.

#### **Target:**

A 10% increase in the volume of waste diverted from landfill.

#### **2015 Results on Action 3.2:**

- Southgate staff undertook an "Inside My Blue Cart" campaign to increase diversion from landfill.
- Waste promotion and education programs were rolled out by Southgate staff at local schools, the Recreation Weekend in Dundalk, and Maplefest in Holstein.

#### **Action 3.3**

Southgate will work with producers, residents, and other agencies having jurisdiction, to monitor and minimize the environmental impacts of development.

#### **Target:**

A clear Southgate policy framework for the expression of, investigation of, and reporting on environmental concerns with respect to proposed developments.

#### **2015 Results on Action 3.3:**

- A Southgate Fill By-law is being developed for Southgate Council consideration in 2016.

## **Theme #4 - Southgate Library**

### **Mission Statement:**

The mission of the library is to promote a lifelong love of reading beyond literacy. The library allows each person to pursue their own cultural and learning goals, and to grow in understanding of their place in the community and the world. Our library does this by being a welcoming, accessible place where all members of the community can enjoy guided access to entertainment, knowledge and literature.

### **Library Vision:**

Our library will be a welcoming oasis at the centre of our community, in which people embrace the importance and power of literature, entertainment and knowledge.

### **Our Values:**

1. Intellectual Freedom: Our library should aid each individual to find whatever they wish to read or learn, even if such materials may differ from community standards.
2. Community Standards: Our library collection should be of high quality and reflect generally held community values as well as changing interests.
3. Accessibility: Our library should be accessible to all community members.
4. Fiscal Responsibility: Finances should be used efficiently and effectively to further the core mission of our library in a transparent fashion that is accountable to the community.
5. Courteous, Competent Staff: Our library staff should promote a welcoming atmosphere where all patrons are treated courteously and fairly, and assisted competently and professionally as they require.

**Note:** In 2015 Southgate Council added the Southgate Library Strategic Plan into the Southgate Community Action Plan.

## **Theme #4 - Southgate Library con't.**

**Goal 4:** Promote a lifelong love of reading beyond literacy.

### **Action 4.1**

Pursue public library accreditation through the Southern Ontario Library Service by meeting the guidelines for accreditation.

#### **Target 4.1 (i):**

Increase Staff Hours - Library Assistant position hours increased in 2015 and budget for Casual part-time position to be increased in 2016.

#### **2015 Results on Action 4.A1 (i):**

- Increased staff hours for the Library Assistant position from 25 hours per week to 30 hours per week.

#### **Target 4.1 (ii)**

Research integrated library systems (ILS) and Online Public Access Catalogues (OPAC) to allow patrons to manage their library accounts remotely, while increasing the professionalism of our online space. Additionally, it will provide us with better statistical data crucial to reporting and discerning how best to serve our patrons.

#### **2015 Results on Action 4.1 (ii):**

- Research completed for an Integrated Library System was completed to qualify our Library for accreditation, and in preparation of seeking funding approval in the 2016 budget.

#### **Target 4.1 (iii)**

Update specified areas needing improvement within the nonfiction collection to provide useful and up-to-date materials for reference that are applicable to our patrons and provide valuable information.

#### **2015 Results on Action 4.A.1 (iii):**

- No Action to date

#### **Target 4.1 (iv)**

Update and create half (10) of the policies and plans needed for SOLS accreditation. Useful and up-to-date materials for reference that are applicable to our patrons and provide valuable information.

#### **2015 Results on Action 4.1 (iv):**

- Enhanced outreach for services offered within the Township to ensure we have a greater knowledge base for inquiries made in the Library.
- Community Pamphlet stand moved within the library and encouraging participating patrons to discuss their items being displayed.
- Received Senior's Community Grant funding for a Seniors Technology training program.

## **Theme #4 - Southgate Library con't.**

**Action 4.2:** Become an information hub for local services by providing a “guided access” approach to community resources.

### **Target 4.2:**

Make the library a trusted resource for members of the community to seek local and service information.

### **2015 Results on Action 4.2:**

- i. Moved community pamphlet stand into the library to enhance the library space and allow patrons to ask questions. Once in the Library, Librarians can have direct contact with patrons and with those who display their materials to better understand the resources.
- ii. Enhanced outreach into the community to become more informed of what services, opportunities and community events are offered elsewhere and thereby be better able to transfer to patrons.
- iii. Made the library a more comfortable and welcoming space in which to gain information through the library's access to information hub services. By obtaining comfortable furniture to create a welcoming space in which to sit or relax easily, the information hub can act both in combination with librarian conversation as well as independent patrons seeking information. Appealing to the Friends of the Library where applicable, use library development charges and research other funding options to complete this action. Current furniture would be moved to where it is better suited within the library.

## 2016 Community Action Plan - Work Plan

### Action Item:

1. Action 1.A.1:
  - Southgate will actively communicate with the public, facilitate public involvement, and define procedures for municipal decision making on potentially controversial issues. This action should be further developed with the new Council as a priority in 2016.
  
2. Action 1.A.3
  - When the 2015 Financial Information Return has been uploaded to the AMO MIDAS program, the Treasurer will prepare a report to Council in 2016.
  - The Southgate EDO will continue to report to Council as to the new types of business contacts and inquiries received by the Township every 90 days.
  
3. Action 1.A.4 and 1.A.5
  - Southgate Council should consider creating a Southgate Task Force and/or Community Working Group in 2016 if required, with terms of reference and a mandate approved by Council resolution.
  
4. Action 1.A.6
  - The 2016 CAP Annual Mayor's Report will be included in the 2016 interim tax bill.
  
5. Action 1.B.2
  - Southgate will lobby the Ministries in 2016 to increase provincial revenue programs, so that the Township receives its fair share of funding on a per capita basis in future.
  - The Township of Southgate should continue its membership in TAPMO (Association of Top Aggregate Producing Municipalities of Ontario) organization, to support the lobbying for increasing the tonnage levy paid by aggregate extraction operators.
  
6. Action 1.B.3
  - The Southgate Recreation Committee and Council should consider the Dundalk Olde Town Hall's future and provide direction to staff on the next steps.
  
7. Action 1.B.4
  - The Public Works Manager will organize a 2016 Southgate Roads Tour in May and host a Public Open House in June of this year to receive comments and concerns related to Southgate Transportation and Public Safety roads system.

## **2016 Community Action Plan - Work Plan con't.**

8. Action 2.A.1
  - Southgate's EDO will continue to work with regional training and local business in 2016 on programs and training to assist them with their business skills and staff development.
  - Southgate's EDO will continue to work with the local Chamber of Commerce, to assist and act as an agent to deliver business skills training and mentorship programs as required.
9. Action 2.A.2
  - Southgate will continue to monitor and advance, where possible, a broadband infrastructure project in 2016 and beyond.
10. Action 2.A.2
  - Southgate's EDO will look into a program or develop a package to ensure new residents coming into the Township are informed of our services and community information.
11. Action 2.A.5
  - The Southgate EDO will explore and report to Council the types of industries that Southgate could expect to attract to the municipal industrial parks.
  - The Southgate EDO should update the 2015 Southgate Community Profile in 2016 to keep it current and continue to update the Community Directory.
  - The EDO will complete the Eco Park billboard on Hwy 10 to promote the Eco Park.
  - Southgate will continue to follow up with Southgate Industries as a new industry in the former Alumi-Bunk property.
12. Action 2.B.2
  - Prior to or as part of the Official Plan review process, a community working group should be considered by Council to have a discussion on guidelines for permitting on-farm alternative power generation.
13. Action 2.C.1
  - Council should strike a Committee of Council to address Action 2.C.1 related to Health Care services in 2016.
14. Action 2.C.2
  - Southgate Council should create a Community Working Group in 2016, chaired by a member of Council, to explore seniors housing options through the following discussions:
    - i. Review of the Southgate Seniors survey reported to Council in 2015; and
    - ii. Investigate present development options in the community for senior housing development.

## **2016 Community Action Plan - Work Plan con't.**

### 15.Action 3.2

- Southgate staff will continue to promote and educate in the schools, at community events, and target multi-residential units on waste sorting diversion best practices and recycling.
- Report to Council annually the comments from the Public Liaison Committee on ideas related to a waste reduction work plan.

### 16.Action 3.3

- In 2016 develop a Southgate Fill by-law.

### 17.Action 4.1

- Update specified areas needing improvement within the nonfiction collection in the Library.

### 18.Action 4-2:

- Advance making the library a trusted resource for members of the community to seek local and service information.

## **Continuous Improvement Action Items for Annual Discussion & Review**

### Action 1.A.2

- Southgate will expand its use and capabilities for electronic communication with residents.

## **Future CAP - Work Plan**

### Action 2.A.3

- Southgate to consider a Community Development Plan for Dundalk so that it may offer incentives to local property owners and tenants to renovate and beautify the buildings in Dundalk to encourage the revitalization of the downtown and the development of new businesses and expansions.

### Action 2.B.2

- As part of the Official Plan review or amendment process, a community working group should be appointed or full discussion should be considered by Council on guidelines:
  - i. For rezoning to permit on-farm industries;
  - ii. Permitting on-farm alternative power generation; and
  - iii. To include Source Water Protection policies to solve problems, implementation challenges and amend the Township's Official Plan.

## **Future CAP - Work Plan con't.**

### Action 3.3

- In the context of the Official Plan review or amendments, Southgate will create a fact-finding task force or working group to report on mineral aggregate extraction industries in terms of future demand, technological trends, community benefit, environmental and social impact, site planning, site rehabilitation, conditions which Southgate could impose for new licenses, and appropriate planning policies in effect in other municipalities.
- Through the Official Plan review or amendment process, Southgate will review its Official Plan policies with respect to its processes for obtaining expert information, and public input on the potential environmental impacts of development, and for putting in place measures to eliminate, minimize, and/or monitor such environmental impacts, about which reasonable concern has been expressed.