

North Valley Inter-Municipal Organization (NVIMO)

Community Action Plan



For participating communities of:

*Rural Municipality of Lipton No. 217;
Rural Municipality of Cupar No. 218;
The Rural Municipality of McKillop No. 220;
Rural Municipality of Kellross No. 247;
Rural Municipality of Touchwood No. 248;
Town of Southey;
Town of Cupar;
Village of Markinch
and
Village of Lipton*

Facilitated by Municipal Capacity Development Program

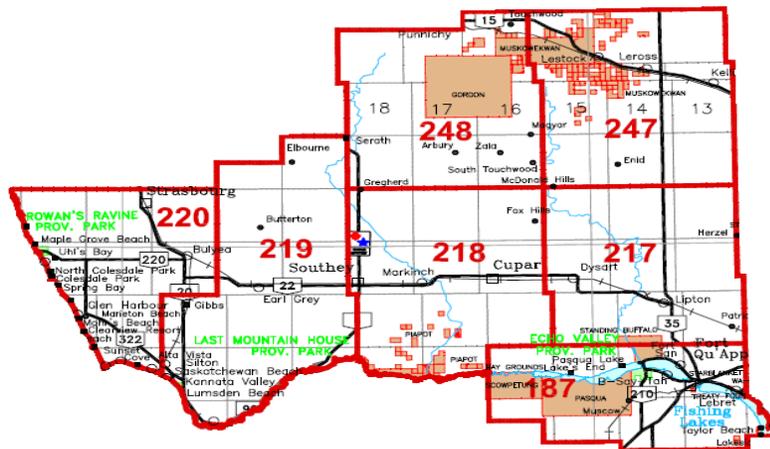


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ABOUT THE NORTH VALLEY INTER-MUNICIPAL ORGANIZATION

The North Valley Inter-Municipal Organization was established in June 2011 with the desire to co-operate on regional wide initiatives to enhance local capacity, sustainable development and economic opportunities. It is comprised of rural and small urban municipalities north of the Qu’Appelle Valley in Southern Saskatchewan with common transportation corridors of Highways 6, 22, and 35.



ABOUT THE MUNICIPAL CAPACITY DEVELOPMENT PROGRAM

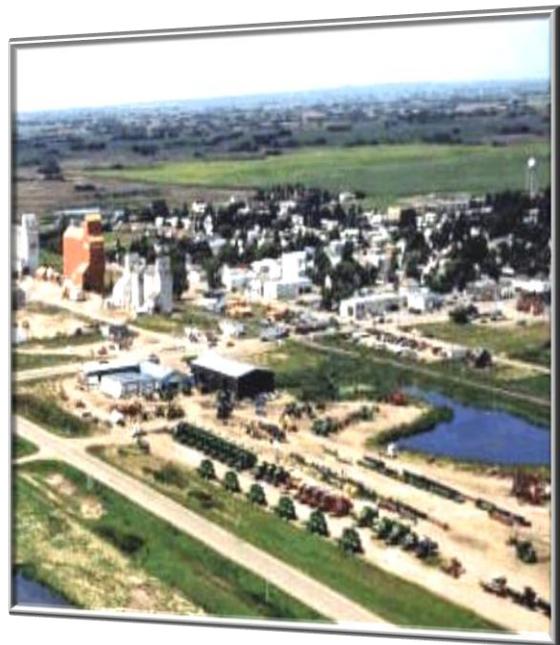
The Municipal Capacity Development Program (MCDP) was formally launched in November 2006. Its roots are based on the outcomes of the Clearing the Path Initiative and developed as a partnership between SARM, SUMA, New North and Municipal Affairs. The MCDP was created with the goal of promoting growth, cooperation, and community development through inter-municipal partnerships. The primary purpose of the program is to assist municipalities in building local capacity for sustainability through facilitation, training, education, and research.

ESTABLISHING PARTNERSHIPS

The RM of Cupar contacted the Municipal Capacity Development Program in January 2011 for assistance in developing more formal partnerships with neighbouring municipalities. In March 2011, MCDP provided an introductory presentation of available services to the Town and RM of Cupar #218, the RM of Touchwood #248, the RM of Lipton #217, and the RM of North Qu'Appelle. The attending communities expressed an interest in developing a Memorandum of Understanding agreement and embarking on a Community Action Planning Process, inviting additional neighbouring communities to the table. The group would like to see their partnership extended to additional neighbouring municipalities.



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INTRODUCTION TO COMMUNITY ACTION PLANNING: PURPOSE & PROCESS

“Community Action Planning is the process by which the guiding members of an organization look to its future and develop procedures and operations necessary to achieve that future.”

Action Planning works to develop long term sustainability rather than reacting to short term fluctuations. The purpose of the Community Action Plan is to:

Part I

- Provide an opportunity for open dialogue and shared experiences from all participants.
- Discuss sustainable planning and its benefits.
- Create a cohesive vision for the future of the communities in the area.

Part II

- Discuss global, national and provincial events effecting the local environment
- Identify commonalities, shared issues, needs, goals and priorities.

Part III

- Create action oriented strategies that align with the mission of the organization and the communities involved to turn challenges into opportunities.
- Provide tools and processes to support each other in planning for the area.

Part IV

- Evaluate the progress and success achieved as well as adapt the process for future actions.

The Community Action Plan sessions will provide you with:

- A Shared Understanding
- A Strategic Planning Document for your Region
- Action Plans to Address Priorities
- Means to Monitor Progress
- MCDP Commitment to be a resource for completing goals

PART I - DEFINING THE FOCUS

Part I of this Community Action Plan allowed NVIMO to contemplate its future and decide what it will look like. This section aims to define what NVIMO envisions for the group; their mission to be accomplished; and the values that will guide NVIMO within its own group and its relationship to others.

VISION STATEMENT

A vision statement is a written expression that guides the direction of the organization. The vision answers the question: what will the North Valley Inter-Municipal Organization and its region look like in 5-10 years? A vision statement provides a “big picture” view, a future ideal to strive for and explains what your organization looks like when operating at its most effective level.

North Valley Inter-Municipal Organization Vision Statement:

“We are an organized group of rural and urban municipalities working together for a safe, prosperous, and thriving region. We cooperate on common issues and inspire optimism through community engagement, fostering new opportunities in our region”



MISSION STATEMENT

The strategic mission describes what the organization does (*means* – its programs and services), why it does those things (*ends* – the purpose of providing those programs and services) and for whom they are done. The goal of a good mission statement is to offer a clear understanding of NVIMO and the programs and services that it provides. Mission Statements answer the following questions:

- “What are you doing?”
- “Why are you doing it?”
- “For whom are you doing it?”

North Valley Inter-Municipal Organization Mission Statement:

“The North Valley Inter-Municipal Organization is engaged in group initiatives for improving local services and opportunities. We do this through cost sharing and capacity building strategies in order to build regional efficiencies for the benefit of our collective residents.”



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VALUE STATEMENTS

Value statements answer the question: “*How do we carry out our mission?*” Values are what the group lives, breathes and reflects in all its activities. They are the fundamental principles that the group embodies or the golden rules of how they will treat each other, work together and act as a group.

North Valley Inter-Municipal Organization Values:

1. We demonstrate *mutual respect* through *open and honest communication*.
2. We practice *fairness* in building efficiencies and facilitating the growth of our individual communities.
3. We *listen* well to each others’ concerns in order to develop a *shared understanding* and to find solutions.



PART II - ASSESSING THE SITUATION

Once an organization has a vision of their future, they need to return to the starting line and figure out the path to that vision by understanding where they are starting from. What current regional assets and attributes are valuable in achieving future success? What is happening in the world around that may have effects for the region in the future? What challenges can be turned into opportunities and which are the most important to address first?

REGIONAL ASSETS & ATTRIBUTES

The first step to sustainable planning is to understand and compile a list of assets and attributes in a community/region. As a whole, the group provided a list of assets and attributes within the NVIMO region that they would like to remain over the next 20 years and consider valuable to the planning process.

- *Located in scenic area, north of the Qu'Appelle Valley and east of Last Mountain Lake*
- *Paved streets, well treed and established neighbourhoods*
- *Quiet community living*
- *Safe places to grow a family*
- *Low cost of living*
- *Opportunities for economic development, business investment and tourism*
- *Room to grow*
- *Proximity to larger centres and recreational destinations*
- *Community recreational programs such as curling, hockey, and swimming.*
- *Integrated care centre*

THE GLOBAL CONVERSATION

A “global conversation” identifies world issues, current national and provincial developments with the potential to affect life in the region. The discussion also generated some ideas on opportunities for further relationship building and local development.

- *Political instability in Middle Eastern countries resulting in increase in oil exploration in Saskatchewan*
- *Extreme weather and natural disasters globally*
- *Business consolidation in global and North American markets, major companies merging due to economic flux*
- *Free Trade negotiations with Europe could certainly affect provincial export of provincial food and resource exports*
- *Earthquakes and Nuclear Disaster in Japan*
- *Global population increase with projections of another 30% increase by 2050 creating greater demands on natural resources and food production*
- *Canada exports dropping*
- *Food prices, energy costs, and general costs of living are increasing*
- *Aging infrastructure and highways*
- *Flooding in Saskatchewan and Manitoba*
- *First Nations populations purchasing RM land for residential use resulting in less tax base to provide municipal services and maintenance*
- *Local highways in poor condition due to excess heavy trucking that is not monitored and limited funds for maintenance and repair*
- *Larger chain stores are buying up small urban stores (i.e. RONA) which eventually creates a healthy demand for local, independent competitors*
- *Many Local residents do their shopping in larger centres taking away valuable business to local shops*

CHALLENGES AND OPPORTUNITIES

During the first inter-municipal cooperation meeting held with MCDP in March 2011, the NVIMO listed the following challenges and opportunities they are striving to address as a region:

- *Potential potash, oil and gas development in the area*
- *Corporate farming and handling system in area offer increased employment*
- *Potential to establish road maintenance agreements*
- *Rural pipeline development to enhance water quality*
- *Potential for the creating a Regional Services Agency for bulk purchasing, shared administrative and other professionals such as building inspectors, bylaw enforcement, and planning staff*
- *Potential for Regional Land Use Planning to capitalize on available lands, establish consistency in subdivision and development, and organized regional efforts to expand and grow.*
- *Potential to invite First Nations to the table as there are several land reservations in the area*
- *Potential to involve local community organizations such as the Cupar Board of Trade and others*
- *Opportunities for tourism*

PRIORITIES

Prioritization of the issues and opportunities is the final step of narrowing the focus for NVIMO to create action items that will move them toward their vision. The Committee combined the list of issues and opportunities into six priorities areas:

- Priority #1 - ***Regional Cooperation***
- Priority #2 - ***Land Use Planning & Economic Development***
- Priority #3 - ***Road Infrastructure & Traffic Control***
- Priority #4 - ***Shared Municipal Equipment and Human Resources***
- Priority #5 - ***Housing***
- Priority #6 - ***Health Care***

PART III - PLANNING THE ACTIONS

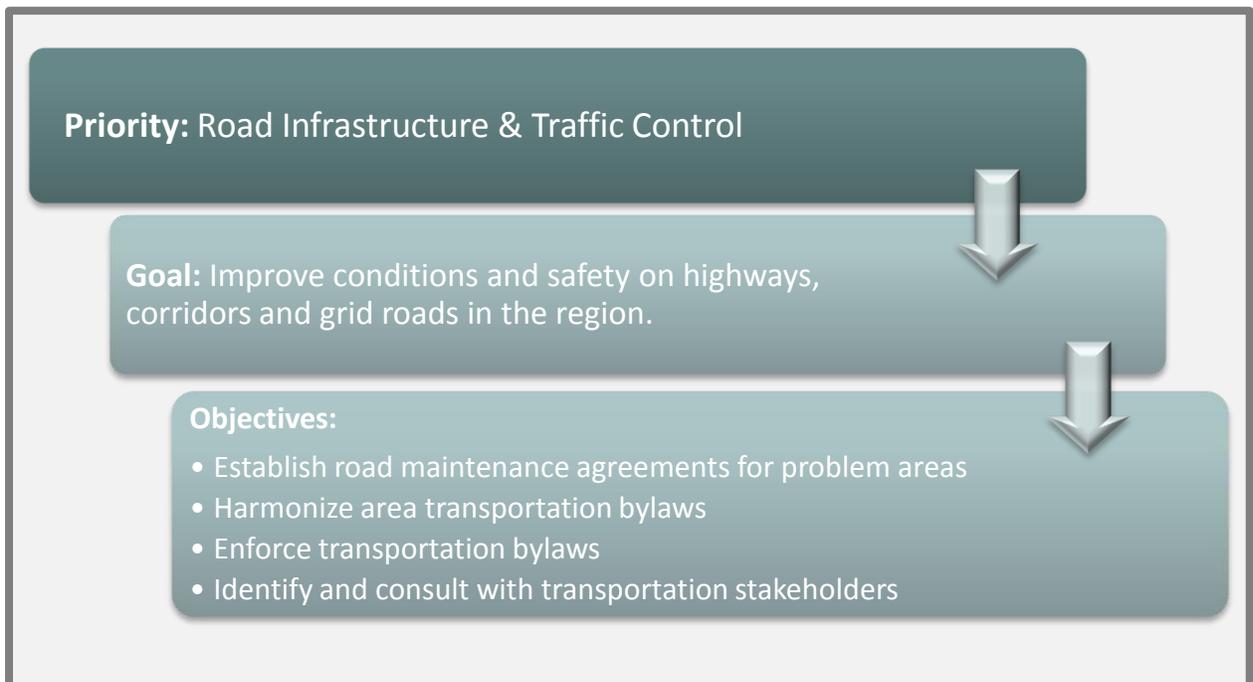
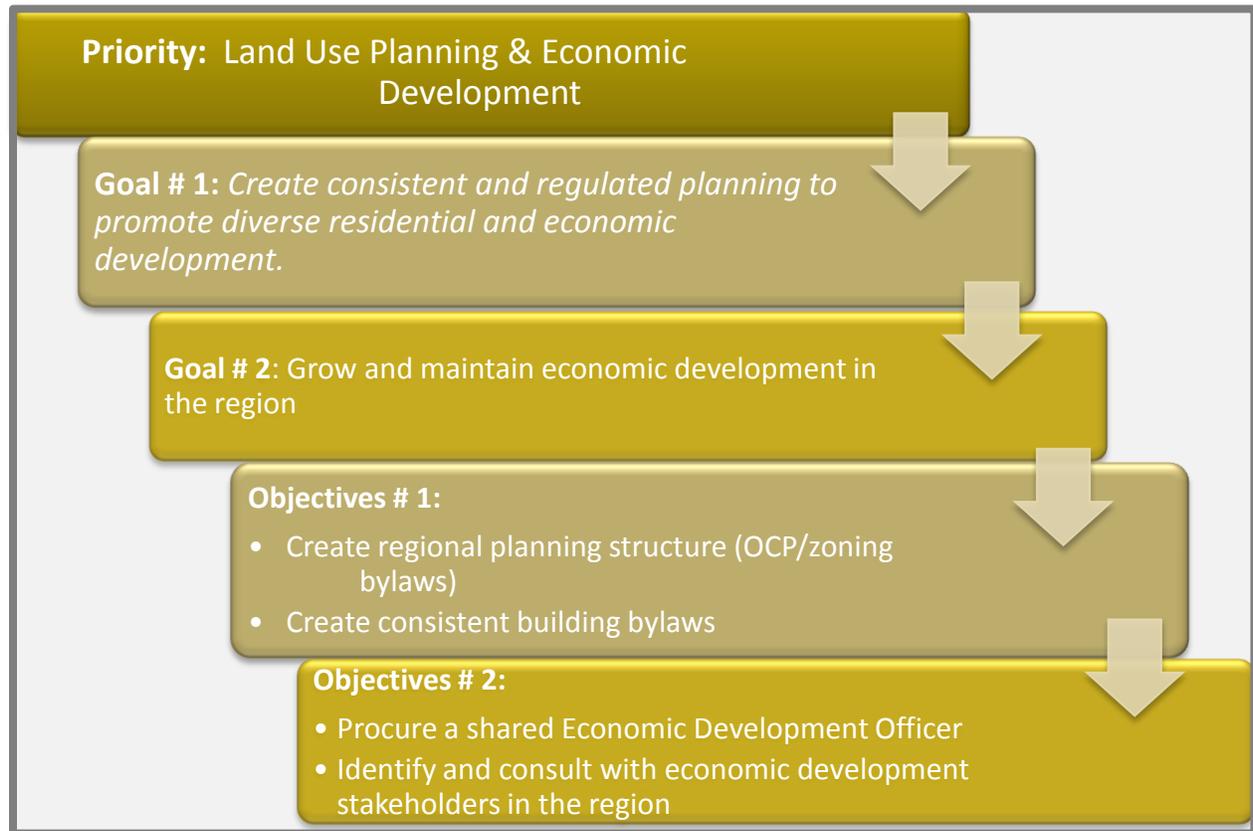
Once direction has been set and priorities have been identified, a regional group must turn their attention to planning out their actions for implementation to reach their vision. Planning the implementation consists of developing goals, objectives, measures and an action plan worksheet. The goals are the overall reason for addressing the priority while the objectives are the solutions to achieve the goal. Measures are important tools to ensure a group remains on track of reaching their goals and are accountable to their vision.

During the January 23rd & February 21st, 2012 meetings, the committee discussed the goals and objectives for the six priority areas.

GOALS & OBJECTIVES



GOALS & OBJECTIVES CONT'D



GOALS & OBJECTIVES CONT'D

Priority: Shared Municipal Equipment
and Human Resources

Goal: *Provide cost-effective, efficient and enhanced municipal services to citizens of the region.*

Objectives:

- Shared regional bylaw officer
- Shared building inspector
- Other shared human resources (chemical applicator, pest control services, etc.)
- Shared training for human resources
- Organize bulk buying for common purchases (dust control, chemicals, gravel)

Priority: Housing

Goal: Create affordable, diverse housing options to sustain and increase the population.

Objectives:

- Create a regional database of rental and real estate listings for interim use
- Create a regional housing strategy

GOALS & OBJECTIVES CONT'D



ACTION PLAN WORKSHEETS

The Action Plan worksheet provides the detailed information about the implementation of the objectives. It contains:

- Activities to complete objectives
- The lead person who will oversee activities and the overall objective
- Human, financial and current asset resources required to complete objectives
- Timelines for completion of activities
- Indicators – the tangible means in which to measure the objective
- Benchmarks – target during intervals of completion
- Target – the anticipated end result once the objective is complete

Priority # 1: Regional Cooperation

Goal: *Strengthen and expand inter-municipal cooperation.*

Objective 1(a)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
Create communication Strategy **Short Term**	Determine parameters of Communication (Stakeholders, types of communication, timing etc)	MCDP	MCDP	April 2012
	Create written Communication Plan	MCDP		April 2012
	Approve Communication Plan	Councils		June 2012
	Implement Communication Plan	NVIMO		June 2012
Measures				
Indicator:	<ul style="list-style-type: none"> # of communication strategies in place 			
Benchmark:	<ul style="list-style-type: none"> 			
Target:	<ul style="list-style-type: none"> 1 communication strategy - June 2012 			

Priority # 2: Land Use Planning & Economic Development

Goal#1: *Create consistent and regulated planning to promote diverse residential and economic development.*

Objective 2(a)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
Create regional planning structure (OCP/zoning bylaws) **Long Term - with some work to start in the short term by Committee**	Appoint sub-committee to work on objective			
	Review benefits, purpose, and roles of regional planning	MCDP		
	Determine planning interests of NVIMO members - compile and examine current planning documents			
	Determine whether to hire staff vs. consultant - develop cost-sharing structure			
	Develop job description/Request for Proposal			
	Advertise for planner			
	Interview planner			
	Determine timeline and undertake DOCP and zoning bylaw development	Planner		
	Develop a District Planning Agreement			
	Receive Ministerial Approval			
Appoint Board Members				
Measures				
<u>Indicator:</u>	<ul style="list-style-type: none"> • # of municipalities involved • DOCP in place 			
<u>Benchmark:</u>	<ul style="list-style-type: none"> • 			
<u>Target:</u>	<ul style="list-style-type: none"> • 			

Priority # 2: Land Use Planning & Economic Development

Goal #1: *Create consistent and regulated planning to promote diverse residential and economic development.*

Objective 2 (b)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
<i>Create consistent building bylaws</i> **Long Term**	Each Municipality submit all bylaws			
	Review and amend bylaws for consistency			
	Update Bylaws			
	Approve Bylaws	Councils		
Measures				
<i>Indicator:</i>	•			
<i>Benchmark:</i>	•			
<i>Target:</i>	•			

Priority # 2: Land Use Planning & Economic Development

Goal #2: *Grow and maintain economic development in the region.*

Objective 2(c)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
Procure a shared Economic Development Officer **Long Term**	Determine which municipalities are interested in EDO			
	Develop job description			
	Send out job advertisement			
	Interview for EDO			
	Develop cost-sharing agreement			
	Hire EDO			
Measures				
<u>Indicator:</u>	•			
<u>Benchmark:</u>	•			
<u>Target:</u>	•			

Priority # 2: Land Use Planning & Economic Development

Goal #2: *Grow and maintain economic development in the region.*

Objective 2(d)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
<i>Identify and consult with economic development stakeholders in the region</i> **Long Term**	Identify potential stakeholders			
	Designate reps to consult with particular stakeholders			
Measures				
<u>Indicator:</u>	•			
<u>Benchmark:</u>	•			
<u>Target:</u>	•			

Priority # 3: Road Infrastructure & Traffic Control

Goal: *Improve conditions and safety on highways, corridors and grid roads in the region.*

Objective 3(a)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
Establish road maintenance agreements for problem areas **Short Term - By Committee**	Establish transportation sub-committee	NVIMO		April 2012
	Identify problem areas on maps and potential/current partners for road maintenance. Provide current and sample agreements.	All Rural Municipalities		July 2012
	Research best practices and guest speakers	Ray	- SARM - Shelley - Kilbride - ECTC	August 2012
	Determine arrangements for agreements satisfactory to municipality - <i>Sort agreements and choose arrangements</i>	Edith		August 2012 <i>To councils Sept. 2012</i>
	Contact/meet potential partners	Transportation Committee	TBD	TBD
	Develop Road Maintenance Agreements	Transportation Committee	TBD	TBD
	Approve agreements	Municipalities	TBD	TBD
Measures				
Indicator:	<ul style="list-style-type: none"> • # of agreements entered • # of municipalities involved • # roads maintained • Amount of maintenance fees received 			
Benchmark:	•			
Target:	• January 2013			

Priority # 3: Road Infrastructure & Traffic Control

Goal: *Improve conditions and safety on highways, corridors and grid roads in the region.*

Objective 3(b)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
Harmonize area transportation bylaws **Short Term - By committee**	Establish transportation sub-committee	NVIMO		April 2012
	Each Municipality submit all bylaws	All Rural Municipalities		July 2012
	Group bylaws by type (weight restrictions, tarping etc.)	Transportation Committee		July 2012
	Review and amend grouped bylaws for consistency	Loretta & Edith		October 2012
	Update Bylaws			November 2012
	Approve Bylaws			November 2012
Measures				
Indicator:	<ul style="list-style-type: none"> # of compatible bylaws 			
Benchmark:	<ul style="list-style-type: none"> 			
Target:	<ul style="list-style-type: none"> January 2013 			

Priority # 3: Road Infrastructure & Traffic Control

Goal: *Improve conditions and safety on highways, corridors and grid roads in the region.*

Objective 3(c)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
Enforce transportation bylaws **Medium Term - to follow bylaw updating**	Send a representative to bylaw training school			
	Research best practices on enforcement			
	Educate councils, citizens and businesses on bylaws and enforcement policies			Ongoing
	Procure bylaw enforcement officer (objective under shared services)			
Measures				
Indicator:	<ul style="list-style-type: none"> • # of fines • # of bylaws enforced 			
Benchmark:	<ul style="list-style-type: none"> • 			
Target:	<ul style="list-style-type: none"> • 			

Priority # 3: Road Infrastructure & Traffic Control

Goal: *Improve conditions and safety on highways, corridors and grid roads in the region.*

Objective 3(d)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
Identify and consult with transportation stakeholders **Ongoing**	Identify transportation stakeholders	NVIMO	Communication Plan	April 2012
	Appoint member(s) to contact/meet with stakeholders <i>*See also objective 3(a) – guest speakers.</i>	Ray & Loretta	- HTB - Highways & Infrastructure	August 2012
	Report on and discuss findings			
	Create strategy to draw funding for road projects			
Measures				
<u>Indicator:</u>	•			
<u>Benchmark:</u>	•			
<u>Target:</u>	•			

Priority # 4: Shared Municipal Equipment and Human Resources

Goal: *Provide cost-effective, efficient and enhanced municipal services to citizens of the region.*

Objective 4(a)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
Shared regional bylaw officer **Short/Medium Term - Members may coordinate services until bylaws are updated**	Determine amount of services needed for group and staff vs. contract Bylaw Enforcement officer (BEO)			
	Create a sub-committee to handle hiring process			
	Develop cost-sharing agreement			
	Advertise for BEO/find contracted services			
	Hire BEO			
	Determine schedule for BEO			
Measures				
Indicator:	<ul style="list-style-type: none"> ● # of bylaw enforcement officers ● # of complaints ● Amount of property damaged 			
Benchmark:	<ul style="list-style-type: none"> ● 			
Target:	<ul style="list-style-type: none"> ● 			

Priority # 4: Shared Municipal Equipment and Human Resources

Goal: *Provide cost-effective, efficient and enhanced municipal services to citizens of the region.*

Objective 4(b)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
Shared building inspector **Long Term - Members may coordinate services in short term**	Determine amount of services needed for group and staff vs. contract Build Inspector			
	Create a sub-committee to handle hiring process			
	Develop cost-sharing agreement			
	Advertise for Building Inspector/find contracted services			
	Hire Building Inspector			
	Determine schedule Building inspector			
Measures				
<i>Indicator:</i>	•			
<i>Benchmark:</i>	•			
<i>Target:</i>	•			

Priority # 4: Shared Municipal Equipment and Human Resources

Goal: *Provide cost-effective, efficient and enhanced municipal services to citizens of the region.*

Objective 4(c)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
<i>Other shared human resources (chemical applicator, pest control services, etc.)</i> **Ongoing - As opportunities arise**	Determine which municipalities and what resources will be shared			
	Develop cost-sharing agreements			
	Hire or re-allocate personnel			
	Determine schedule for human resources			
Measures				
<i>Indicator:</i>	•			
<i>Benchmark:</i>	•			
<i>Target:</i>	•			

Priority # 4: Shared Municipal Equipment and Human Resources

Goal: *Provide cost-effective, efficient and enhanced municipal services to citizens of the region.*

Objective 4(d)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
Shared training for human resources **Ongoing - As opportunities arise**	Identify training opportunities			Ongoing
	Determine which municipalities or personnel are interested in particular opportunities			Ongoing
Measures				
<u>Indicator:</u>	•			
<u>Benchmark:</u>	•			
<u>Target:</u>	•			

Priority # 4: Shared Municipal Equipment and Human Resources

Goal: *Provide cost-effective, efficient and enhanced municipal services to citizens of the region.*

Objective 4(e)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
Organize bulk buying for common purchases **Long Term - To be reexamined in Nov/Dec 2012 for 2013 budget**	Determine what products have economy in scale			
	Research suppliers			
	Determine what products are to be jointly purchased between who			
	Develop agreement to purchase jointly			
Measures				
Indicator:	•			
Benchmark:	•			
Target:	•			

Priority # 5: Housing

Goal: Create affordable, diverse housing options to sustain and increase the population.

Objective 5(a)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
Create a regional housing strategy **Short Term - By Committee** <i>* Housing strategy to be put on hold while preliminary research is gathered by municipalities</i>	Identify funding opportunities for developing housing strategy			Ongoing
	Establish housing sub-committee	NVIMO		April 2012
	Determine cost of creating a housing strategy	Janet	Community Planning - Gov't	July 2012
	Advertise, interview, hire a consultant			
	Determine current housing stock	Urban Municipalities	-Housing Database -Needs assessment survey	
	Determine amount/type of housing currently needed	Urban Municipalities	-Housing Database -Needs assessment survey	
	Determine amount/type of housing needs for future	Urban Municipalities	Housing Database	
	Develop strategies to reach housing needs			
Measures				
Indicator:	<ul style="list-style-type: none"> • # of regional housing strategies • # of occupied dwellings • # of new housing developments 			
Benchmark:	•			
Target:	•			

Priority # 5: Housing

Goal: Create affordable, diverse housing options to sustain and increase the population.

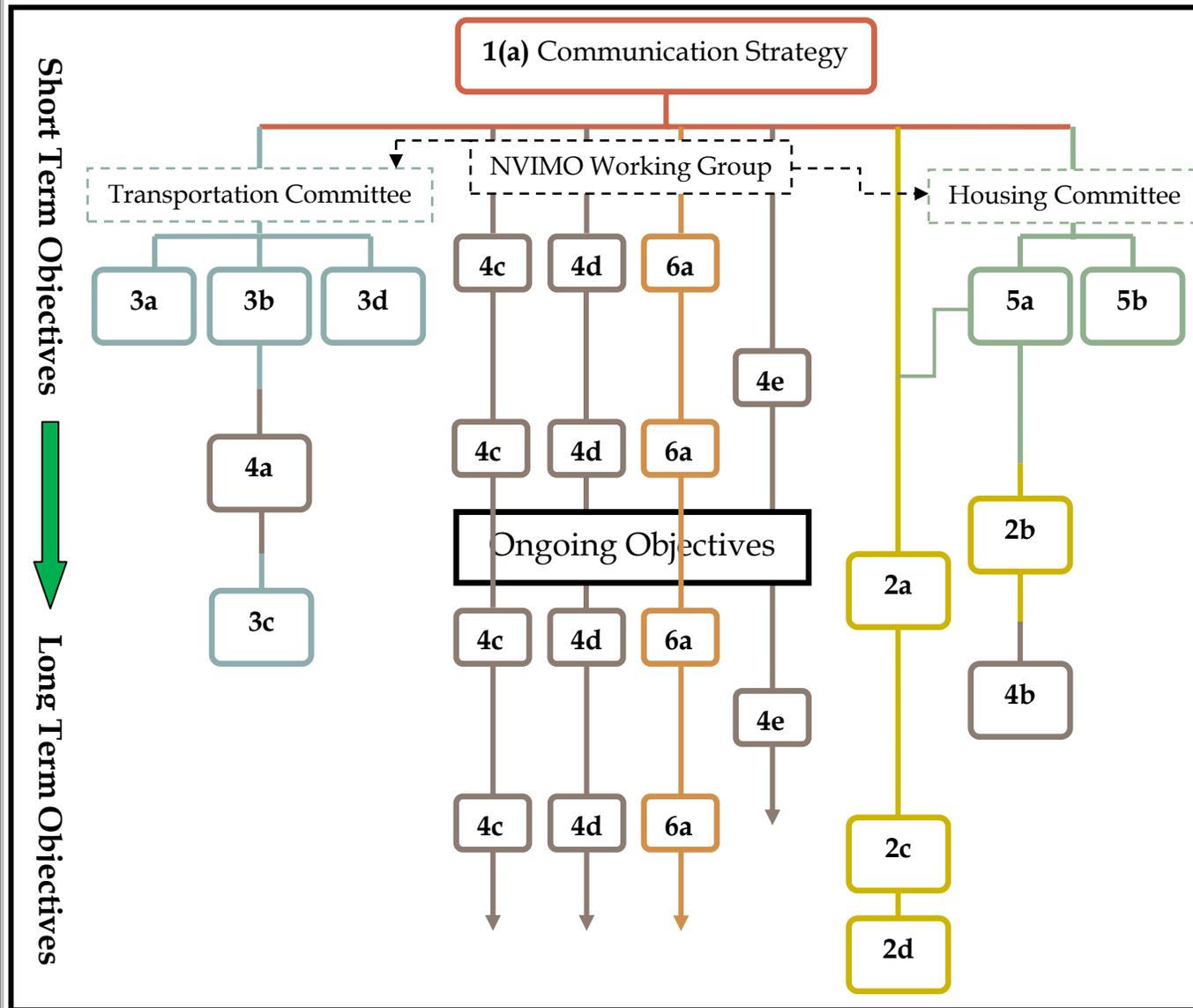
Objective 5(b)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
<p><i>Create a regional database of rental and real estate listings for interim use</i></p> <p>**Short Term**</p> <p><i>* Database to support and verify need for regional housing strategy</i></p>	Create spreadsheet template for circulation to municipalities	Janet		July 2012
	Identify/submit available real estate and rentals in area. Record/submit inquiries for housing in area.	Urban Municipalities		August 2012 - Ongoing
	Set up an online database with regional listings	Janet	Municipal Websites	August 2012
	Update and maintain database	Janet		Ongoing
Measures				
<u>Indicator:</u>	<ul style="list-style-type: none"> • # of inquiries fulfilled • # of hits to the online database • Amount of information gathered about housing needs 			
<u>Benchmark:</u>	<ul style="list-style-type: none"> • 			
<u>Target:</u>	<ul style="list-style-type: none"> • 			

Priority # 6: Health Care

Goal: *Support and promote health care initiatives in the region.*

Objective 6(a)	Activities (and sub-activities)	Lead (Who?)	Resources	Timelines
<i>Build awareness among committee and respective councils of health care capacity and initiatives in the region</i> **Ongoing**	Gather information on health care resources, needs and opportunities in respective municipalities			Ongoing
	Share research with group members			Ongoing
Measures				
<u>Indicator:</u>	•			
<u>Benchmark:</u>	•			
<u>Target:</u>	•			

PROJECT ARCHITECTURE



Priority # 1: Regional Cooperation	Objective 1(a) Create communication Strategy
Priority # 2: Land Use Planning & Economic Development	Objective 2(a) Create regional planning structure (OCP/zoning bylaws)
	Objective 2 (b) Create consistent building bylaws
	Objective 2(c) Procure a shared Economic Development Officer
	Objective 2(d) Identify and consult with economic development stakeholders in the region
Priority # 3: Road Infrastructure & Traffic Control	Objective 3(a) Establish road maintenance agreements for problem areas
	Objective 3(b) Harmonize area transportation bylaws
	Objective 3(c) Enforce transportation bylaws
	Objective 3(d) Identify and consult with transportation stakeholders
Priority # 4: Shared Municipal Equipment and Human Resources	Objective 4(a) Shared regional bylaw officer
	Objective 4(b) Shared building inspector
	Objective 4(c) Other shared human resources (chemical applicator, pest control services, etc.)
	Objective 4(d) Shared training for human resources
	Objective 4(e) Organize bulk buying for common purchases
Priority # 5: Housing	Objective 5(a) Create a regional housing strategy
	Objective 5(b) Create a regional database of rental and real estate listings for interim use
Priority # 6: Health Care	Objective 6(a) Build awareness among committee and respective councils of health care capacity and initiatives in the region

NEXT STEPS

Timelines:

Action	Timeline
Initial Meeting	March 2011- <i>completed</i>
Group Structure and MOU Development	April 2011 - <i>completed</i>
Community Action Planning	June 2011
Community Resource Inventory & Regional Planning Presentation	August 2011 - <i>completed</i>
Stakeholder Engagement (SARM Convention)	November 2011 - <i>completed</i>
Review of Priorities	January 2012 - <i>completed</i>
Community Action Planning & MOU Signing	February 2012 - <i>completed</i>
Community Action Plan Finalization	March 2012 - <i>completed</i>
Communication Plan Meeting	April 2012 - <i>completed</i>
Implementation Meetings	June - August 2012
Final Implementation Meeting	November 2012
CAP Review	February 2013

Memorandum of Understanding

- All participating municipalities must sign MOU and pay membership fee.
- Work cannot begin on the Community Action Plan until all municipalities involved have signed the MOU.

Community Action Plan

- Each municipality is to review the most recent draft (D8) of the Community Action Plan.
- *Transportation Committee* - take action on activities outlined under objectives 3(a, b & d).
- *Housing Committee* – take action on activities outlined under objectives 5(a & b).

Next Meeting

- BBQ before meeting – Urbans to bring dessert – Rurals to bring salad.
- Continue implementing CAP.
- **Next Meeting July 16, 2012 @ 6:30 pm**

APPENDIX A - MUNICIPAL PARTICIPATION

March 15, 2011 - Introduction to MCDP Services

Name	Municipality
Linda N	Town of Cupar
Dale Czemerer	R.M. of Lipton #217
Ronald Off	Town of Southey
Darrell Wagner	R.M. of Cupar #218
Loretta Young	R.M. of Cupar #218
Don Jeworski	Town of Cupar
Ray Orb	R.M. of Cupar #218
Les Kolody	R.M. of North Qu'Appelle #187
Ernie Matai	R.M. of Touchwood #248
Tayah Hanson	MCDP Facilitator
Dana Schmalz	MCDP Facilitator

April 11, 2011 - Group Structure & MOU Development

Name	Municipality
Jason Kiel	Village of Earl Grey
Dale Czemerer	R.M. of Lipton #217
Malcolm Manz	Village of Earl Grey
Darrell Wagner	R.M. of Cupar #218
Loretta Young	R.M. of Cupar #218
Don Jeworski	Town of Cupar
Ray Orb	R.M. of Cupar #218
Amy Swalm	Town of Cupar
Pat Clarkson	Town of Cupar
Ernie Matai	R.M. of Touchwood #248
Tayah Hanson	MCDP Facilitator
Dana Schmalz	MCDP Facilitator

June 20, 2011 - Community Action Planning

Name	Municipality
Tracey Daradich	Town of Cupar
Dale Czemerer	R.M. of Lipton #217
Loretta Young	R.M. of Cupar #218
Ray Orb	R.M. of Cupar #218
Ernie Matai	R.M. of Touchwood #248
Tayah Hanson	MCDP Facilitator

August 8, 2011 - Community Action Planning

(Community Resource Inventory & Regional Planning Presentations)

Name	Municipality
Pat Clarkson	Town of Cupar
Daryl Huber	R.M. of Lipton #217
Loretta Young	R.M. of Cupar #218
Ray Orb	R.M. of Cupar #218
Ernie Matai	R.M. of Touchwood #248
Darrell Wagner	R.M. of Cupar #218
Dana Schmalz	SARM Community Planner
Tayah Hanson	MCDP Facilitator

November 10, 2011 - Stakeholder Engagement

Name	Municipality

January 23, 2012 - Review of Priorities

Name	Municipality
Bob Fenwick	Village of Markinch
Cory Senft	R.M. of Lipton #217
Ronald Off	Town of Southey
Darrell Wagner	R.M. of Cupar #218
Loretta Young	R.M. of Cupar #218
Don Jeworski	Town of Cupar
Ray Orb	R.M. of Cupar #218
Bill McKenzie	R.M. of McKillop #220
Gary Gilbert	R.M. of McKillop #220
Ernie Matai	R.M. of Touchwood #248
Donald Bashutski	R.M. of Kellross # 247
Edith Goddard	R.M. of Kellross # 247
Tanya Doucette	MCDP Facilitator
Dan Way	MCDP Facilitator

February 21, 2012 - CAP Part III

Name	Municipality
Garth Schmidt	Village of Lipton
Ken Staruiaka	Town of Southey
Loretta Young	R.M. of Cupar #218
Gloria Woodard	Town of Cupar
Ray Orb	R.M. of Cupar #218
Bill McKenzie	R.M. of McKillop #220
Gary Gilbert	R.M. of McKillop #220
Kevin Weber	R.M. of Touchwood #248
Donald Bashutski	R.M. of Kellross # 247
Edith Goddard	R.M. of Kellross # 247
Tanya Doucette	MCDP Facilitator
Dan Way	MCDP Facilitator

March 19, 2012 - CAP Part III

Name	Municipality
Ron Off	Town of Southey
Ken Staruiaka	Town of Southey
Loretta Young	R.M. of Cupar #218
Don Jeworski	Town of Cupar
Ray Orb	R.M. of Cupar #218
Bill McKenzie	R.M. of McKillop #220
Gary Gilbert	R.M. of McKillop #220
Ernie Matai	R.M. of Touchwood #248
Donald Bashutski	R.M. of Kellross # 247
Edith Goddard	R.M. of Kellross # 247
Bob Fenwick	Village of Markinch
Daryl Huber	R.M. of Lipton # 217
Dale Czemerer	R.M. of Lipton # 217
Tanya Doucette	MCDP Facilitator
Dan Way	MCDP Facilitator

April 23, 2012 - Communication Plan

Name	Municipality
Ron Off	Town of Southey
Ken Staruiaka	Town of Southey
Garth Schmidt	Village of Lipton
Janet Hart	Town of Cupar
Ray Orb	R.M. of Cupar #218
Bill McKenzie	R.M. of McKillop #220
Gary Gilbert	R.M. of McKillop #220
Ivan Hillier	R.M. of Touchwood #248
Donald Bashutski	R.M. of Kellross # 247
Edith Goddard	R.M. of Kellross # 247
Bob Fenwick	Village of Markinch
Dallas Harrison	Village of Dysart
Tanya Doucette	MCDP Facilitator
Dan Way	MCDP Facilitator

June 11, 2012 - CAP Implementation

Name	Municipality
Ken Staruiaka	Town of Southey
Garth Schmidt	Village of Lipton
Janet Hart	Town of Cupar
Ray Orb	R.M. of Cupar #218
Loretta Young	R.M. of Cupar #218
Gary Gilbert	R.M. of McKillop #220
Ernie Matai	R.M. of Touchwood #248
Donald Bashutski	R.M. of Kellross # 247
Edith Goddard	R.M. of Kellross # 247
Bob Fenwick	Village of Markinch
Dale Czemerer	R.M. of Lipton
Nikki Czemerer	R.M. of Lipton
Tanya Doucette	MCDP Facilitator
Dan Way	MCDP Facilitator

APPENDIX B - GROUP DISCUSSION NOTES

August 8, 2011

Round Table Discussion

- Town of Cupar – have drafted proposed changes to their nuisance bylaw and submitted to council
- RM of Lipton is currently fixing roads – 8 creek crossings/3 washed out. Finding it a challenge to find enough people to do the work and complete for harvest time.
- RM of Cupar –also fixing roads; road maintenance agreements need to be enforced, RM is chasing down traffic. Spoke to the Highway Traffic board and their mandate extends only to highways, not grids. Unless there is a bylaw officer in place, the RCMP will not deal with complaints. Having a bylaw officer in place is a high priority for dealing with abuse of weight restrictions and high level of traffic.
- RM of Touchwood – local roads cannot handle the level of traffic from heavy trucks. The RM has sold gravel but so far only 25% of the gravel sold has been trucked out. In one area, the RM went 50/50 with the trucking company for road repairs on a 13 mile section of road. The RM fixed their half and the trucking company was to repair theirs. Cost \$70,000. The RM is sending a letter to trucking companies in the fall to ask them to do most of their hauling in winter and then not opening the roads to heavy trucks until late June/July.

- Group discussion on issuing permits for heavy trucks through the RM and enforcing road maintenance agreements. RM of Lipton reported closing one of their CTP roads because the traffic and road damage was too much. Research is needed into how RMs can prosecute traffic bylaw offenders – what would it require for the RM to follow through with lawsuits? BEO would have to be present at court. Corman Park sited as example of bylaw enforcement. MCDP provide more information to the group.

Community Resource Inventory Presentation

- The CRI would be useful: to identify assets, identify shared service opportunities for regional initiatives (*i.e. housing, long term care facilities*), bulk buying, group tendering, sharing equipment; tourism and marketing the area.
- The group discussed three parts of the inventory: statistics, local institutions, and infrastructure and land assets would be most essential in the near future. Suggestion to request the help of U of R students to take this on as a project. MCDP will follow up with the university to see if this is possible.
- What information can we draw from that is already out there? Saskbiz profiles, Stats Canada, Cupar's Hospice study – includes housing stats and health care stats.

Regional Planning Presentation

- RM of Cupar has proposed three different land use plans/subdivisions for commercial and residential areas along the highway (*requires minimal infrastructure upgrading*).
- Different options for planning together were presented. A regional planning initiative to update/create new plans for a district would save costs and time. SARM's community planner would be able to assist intermunicipal groups consisting of both RMs and Urbans.

Pertaining to the CAP & MOU

- Loretta reported that Earl Grey and RM of Longlaketon 219 were not interested in joining (*as they are participating in the N. Qu'Appelle group*). North Qu'Appelle and Southey will be meeting shortly and will get back to her. Markinch currently has no mayor and therefore, unsure as to their potential involvement.
- Discussion of the importance of building relationships with other municipalities and bringing them to the table before finalizing the MOU. Group members will approach other potential councils individually. The RM of Lipton will talk to Lipton contact; Ray will talk to Southey; Ernie will talk to Kellross contact. For SARM midterm convention in November, a letter will go out to other potential RM partners to meet at the convention to network.

January 23, 2012

Memorandum of Understanding

- Potential for additional municipalities to join (*RM of Last Mountain Valley #250, RM of Longlaketon # 219, Village of Lipton, Village of Dysart, Village of Govan*). MOU will be signed with current members with possibility of adding more members later
- Loretta Young chosen as point of contact for the group

Review of Priorities Community Action Plan

- Adding to list of opportunities (*oil and gas potential, corporate farms, roadway improvements*)
- Community Resource Inventory (CRI) – do not currently wish to pursue comprehensive CRI. May collect data as projects dictate (*may be interested in having administrators compile lists of businesses and institutions in communities*)
- Identified need to sort out road maintenance agreements (*talk with hwy traffic board*)
- Expressed need for updating building codes and bylaws as well as zoning bylaws
- Identified attributes of consistent bylaws and planning (*time and cost efficient for municipalities, transports, economic development*)

- Interest in sharing human resources (*RM of McKillop possibly looking to share current bylaw officer and in need of a licensed chemical applicator. Also need for pest control agent in the region*)
- Interest in bulk buying (*chemicals, dust control products, gravel*)
- Health care – group wishes to support health care in the area by understanding the capacity and the initiatives that are being pursued by others in the region and promoting those initiatives. No active plan to expand seniors' housing or health care services unless funding becomes available
- Housing – stated lack of rental housing in the area (*concern for possible resource development*). Updated zoning bylaws needed to control housing and commercial development. Potential to develop housing strategy in the future (*MCDP housing questionnaire to be completed in meantime*)