

**STAFF REPORT:** Planning



**REPORT TO:** Mayor & Members of Council  
**MEETING DATE:** December 22, 2008  
**REPORT NO.:** PL.08.132  
**SUBJECT:** Community Improvement Plan  
**PREPARED BY:** Peter Tollefsen  
Director of Planning

#### **A. Recommendations**

**THAT Council appoint \_\_\_\_\_ to be on the Steering Committee for the Community Improvement Plan.**

#### **B. Background**

A staff report was forwarded to Council on May 07, 2008, titled "Downtown Revitalization proposing a Sustainable community Improvement Plan for Thornbury, Clarksburg and Craigeleith.

Staff reported to Council on May 26, 2008 that the Town was successful with the applications. The Request for Proposal (RFP) was circulated to Council and subsequently advertised and a number of submissions were received by September 09, 2008.

A Committee was established to review the submissions and reported to Council on November 03, 2008 where it was recommended that the award of the proposal to prepare the Community Improvement Plan (CIP) go to RCI Consulting.

We are now in a position to commence work on the Community Improvement Plan and the first step is to establish a Steering Committee. The purpose of the Steering Committee is to provide input to staff with the running of the CIP Study in conjunction with the Terms of Reference and the Work Program.

The Steering Committee should consist of key Town staff, one member of Council, key stakeholders from each of the three downtown commercial core areas and the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

Staff are in the process of obtaining key stakeholders from the three commercial cores, see attached letter to the Blue Mountain Chamber of Commerce, Business Improvement Association and the Clarksburg Business Association. The purpose of this report is to obtain a member of Council to sit on the Steering Committee.

It is anticipated that the Steering Committee would meet every second month throughout 2009, with the first meeting scheduled for the afternoon of January 15, 2009.

### **C. The Blue Mountains' Strategic Plan**

By doing a Community Improvement Plan the Town will encourage downtown revitalization that will help with Goal 5:

*"Ensuring long-term financial sustainability".*

### **D. Environmental**

The Community Improvement Plan will create an action plan for downtown revitalization and assist in programs to renovate older buildings thereby helping to improve the environment and contribute to the long-term sustainability of the core areas of the Town.

### **E. Budget Impact**

Funding has been allocated under the 2008 Capital Budget for the Community Improvement Plan work to cover the Town's portion of costs (\$23,000). Total costs of the project are estimated at \$183,500.

### **F. Attachment**

1. Draft letter to the three commercial cores

Respectfully submitted,

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Peter Tollefsen, Director of Planning

For more information, please contact:

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December, 2008

Chamber of Commerce  
ATTENTION: George Mattamoros

Dear

**Re: Community Improvement Plan (CIP)  
The Blue Mountains**

On November 3, 2008 Council authorized the award of the Proposal to prepare the Community Improvement Plan to RCI Consulting. We are now in a position to commence work on the Community Improvement plan project and we need to establish a Steering Committee. The purpose of the Steering Committee is to provide input to staff with the running of the CIP Study in conjunction with the Terms of Reference and the Work Program.

As a co-signer of the Town application to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for funding we would appreciate your assistance in setting up the Steering Committee. The Steering Committee should consist of key Town staff, one member of Council, key stakeholders from each of the three downtown commercial core areas, and OMAFRA. It is anticipated that the Steering Committee would meet every second month throughout 2009, with the first meeting scheduled for the afternoon of January 15, 2009.

If you could liaison with the BIA and the Clarksburg Business Association and put together three names, one for each of the three downtown commercial core areas (Craigleith, Thornbury and Clarksburg) by January 09, 2009 it would be helpful.

Should you require any additional information, please do not hesitate to contact me. A similar letter has been sent to the BIA and the Clarksburg Business Association.

Yours truly,  
The Blue Mountains

Peter Tollefsen  
Director of Planning  
PT:lc