

ICSP Update

PMA

Port Blandford

October 16, 2009



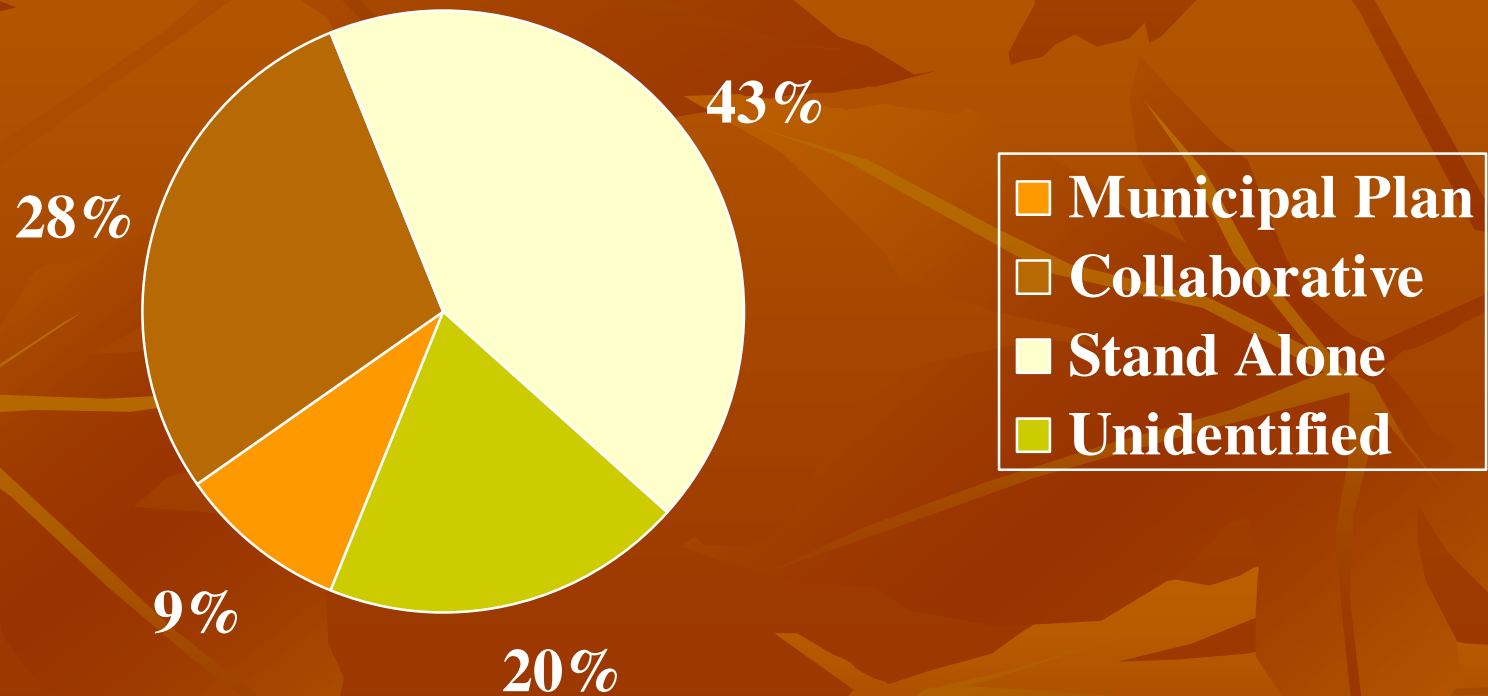
Old News

- Information sessions in the spring of 2009
- ICSP Guide and framework available on the Municipal Affairs website
- Some Tools distributed at Spring sessions
- Collaborative funding available

Breaking News!

- No update required by Oct. 31
 - Will be a letter or circular
 - Option Choice
 - Significant issues
- Municipal Plan option note:
 - Issues of Flexibility
 - Appendix or addendum for the ICSP submission
 - Project details, short term goals

Options chosen to date



Common Questions

- Level of public consultation. How much is enough?
- What should it cost?
- Who can complete the work?
- Will the deadline of March 31 be extended?
- Is there a sample? When will it be ready?
- Collaborative Funding:
 - How much?
 - When
 - Restrictions

Evaluation

- Public Participation
- The Pillars
 - Vision
 - Goals
 - Projects
 - Collaborations
- Land use considerations
- Monitoring Strategy

Suggestions

Financial Realities:

- Should be realistic and based on available or likely available resources
- Include 2010 budget
- Identify funding sources for at least 2010 projects
- Include CIPs that identify Next round Gas Tax projects (when available)

Make the plans functional!

- Real projects, attainable objectives

Notes

- Draft TOR was not developed by Municipal Affairs
- The List of consultants was not developed by Municipal Affairs
- MA is not suggesting specific consultants

Sample

- Part of ICSP Development Tool Kit
- Fictional community of ~ 500
- Once resource based community with limited resources
- Includes project detail
- Will be posted online ASAP

Section: Community Assessment

The objective of the Community Assessment is to get a solid handle on the current situation in your municipality. The entire objective of the ICSP and long term strategic planning in general is to figure out where you want to go and how to get there. The first step in that process must be an honest evaluation of where you currently are so that you are fully aware of your assets and your liabilities.

It should contain three basic components. The first is an **acknowledgement of the Municipal Sustainability Self-Assessment** that you should have completed through Municipalities Newfoundland and Labrador (MNL). That process should have laid out some basic recommendations for your municipality and in this section you should indicate if any of them were useful. This section should also include any information collected during the required community and stakeholder consultations as outlined in the ICSP Guide. **It is vital to allow the public to have comment on the current status of the community** as it will play a significant role in setting goals later in the process. Remember that how you consult the public is completely up to you. You can use telephone, mail outs or town hall sessions, as long as people have the opportunity to respond or submit comments. In an attempt to ensure that all plans address some basic governance issues, each municipality will also have to complete the Basic Questions of Sustainability checklist found in the ICSP Guide and in Tool #3.

One final aspect that can be utilized in this section is your **asset management information that you have compiled for your PSAB** compliance. This information can be useful in understanding your existing infrastructure repair and replacement needs over the next few years and will help later on in the process of setting priorities and goals.

Available Tool(s):

- Tool #3: How do we complete a community or regional assessment?
- Tool #4: How do we conduct a Town Hall Session?
 - Both located in **Appendix A**.
- Municipal Sustainability Self-Assessment booklet and report.
 - Available through MNL.
- PSAB Asset Management data.
 - This should be in your possession but template spreadsheets are available from the Department of Municipal Affairs online and via post.

Sample:

The sample community assessment is provided on pages 5 to 7 of the sample ICSP for the fictional municipality of Black Spruce Cove found in **Appendix B**. The sample provided follows the templates as they are provided in the community assessment tool. There is some mention of a town hall session but not in great detail as it is not necessary in the ICSP. However any town hall session should follow the basic principles in the town hall tool.

Note: When completing a collaborative ICSP the assessment can be a combination of individual town assessments or simply one assessment for the region. The major difference when developing a group plan is that each council must still complete the basic Questions of Sustainability checklist.

Pillar	Goal	#	Project	Cost Estimate	Funding Source(s)	Priority	Relation to other goals	
Environment	Environmentally friendly municipal operations	Env 1	A	Develop Environmental impact strategy	\$5,000	Budget	1	
			B	Implement basic principles immediately	Minimal	Budget	1	Env 5
			C	Energy audit of all town owned buildings	\$5,000	Budget	2	
			D	Establish an Environment committee of council	0	Not Required	1	Env 4
			E	Explore alternate energy opportunities	\$500	Budget	3	
			F	Exploration of Sewage treatment options	\$1,000	TBD	3	
	Environmentally friendly resident & business actions	Env 2	A	Develop a "green guide" for local businesses	\$500	Budget	2	
			B	Develop a "green guide" for residents.	\$500	Budget	2	
	Partner with community and Environmental groups	Env 3	A	Begin a dialogue with volunteer groups and environmental groups in the area to determine future partnerships	0	Not Required	1	Env 4
	Specifically engage youth and seniors in sustainability projects	Env 4		See projects Env 1D, 3A and 5A				
	Manage and minimize waste streams more effectively	Env 5	A	Create a community compost site	\$2,000	Budget	2	Env3, Env 4
			B	Develop a local "freecycle" program	Minimal	Not Required	1	Env 2
	Incorporate Climate Change Adaptation principles into infrastructure development	Env 6	A	Develop an internal guide to incorporate CCA principles into infrastructure development	Minimal	Not Required	1	

Remember

- Dates:
 - December 31: Draft
 - March 31: Final ICSP
- Help is available
 - MA, INTRD, REDB, RS
 - Call or email me!
- Training in the fall
 - Currently 7 sessions

Training Sessions



Department of Municipal Affairs

Municipal Training and Development Corporation



PSAB/Gas Tax/ICSP

Main Topics:

- ✓ Financial Statement Presentation and Disclosures
- ✓ Financial Planning (Budgets)
- ✓ Gas Tax Program Update
- ✓ Tool Kit Review, including Sample ICSP
- ✓ Evaluation Criteria
- ✓ Update on Progress to Date

Who should attend?

- CAOs, town clerks/managers
- Council members (preferably, Chair of Finance and Planning Committees)
- Auditors
- Planning Consultants

Facilitators:

Rayanne Hibbs, CGA
Project Manager, PSAB Implementation

Ryan Lane
Project Manager, ICSP Implementation

Robyn Bursey
Manager of Gas Tax, Administration

Session seating will be limited, and therefore based on a first-come, first-served basis. To ensure seating, we kindly request that you register in advance by filling out the attached registration form and faxing it to 729-3605 by October 20, 2009.

**Don't miss this very important information session,
REGISTER TODAY!!!**

LOCATIONS

Oct. 26 Happy Valley-Goose Bay

Location: Hotel North

Oct. 28 Grand Falls-Windsor

Location: Grand Falls Golf Course

Nov. 2 St. John's

Location: Comfort Inn

Nov. 9 Clarenville

Location: St. Jude Hotel

Nov. 13 Marystown

Location: Marystown Hotel

Nov. 24 Corner Brook

Location: Greenwood Inn

Nov. 26 Plum Point

Location: Plum Point Hotel

All seminars will commence at 9:00 a.m. and conclude at approximately 5:00 p.m.

Refreshments will be provided.

**Please FAX
registration form
to: 729-3605**

Gas Tax Compliance

We are currently in the final year of the 2006-2010 funding. By now, all municipalities should have submitted 2008 audited Financial Statements and 2008 Audited Annual Expenditure Report.

Upcoming deadlines:

- All 2006-2010 gas tax projects must be completed and paid for by March 31, 2010. Gas Tax funds can only be spent on eligible projects which have been pre-approved by the Gas Tax Committee;
- All loans borrowed against gas tax funds must be repaid by March 31, 2010.
- 2009 audited Financial Statements must be PSAB compliant;
- 2009 balanced budget must be submitted by December 31, 2009; and
- ICSPs must be submitted to the Department by March 31, 2010.

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