

Community Services Master Plan

Project number: 1

Project Lead: Calvin Murphy

Project Definition:

The Municipality of Mississippi Mills delivers several community focused services including Childcare, Library, Culture and Recreation. These services, that involve the social interaction of people, are the fabric of the community. This project will develop a shared understanding of the services and the future direction they will take in conjunction with the changes and growth of the Municipality.

Project Scope:

This Master Plan will include reviewing all Recreation parks, facilities, programming, culture, public art, heritage, staffing components of the Recreation and Culture department, and Childcare services. The Library's Strategic Plan will also be included in this review. It will take into consideration age friendly components for all areas. It should also include input from other departments such as Public Works and the Planning Department as these departments work closely with Recreation and Culture, Libraries and Childcare. Input should also be obtained from local groups who provide valuable services to our community such as the Pakenham Curling Club, Mississippi Mills Youth Centre, all Mississippi Mills Museums, Community Halls run by Community organizations such as Union Hall and Clayton Hall and local organizations who organize and run events throughout the Municipality such as the Naismith 3 on 3 basketball, Celt fest, Neighbourhood Tomato and others including service groups such as Legions, Civitans, etc..

Project Goal/Objective:

Upon completion of the Community Services Master Plan we should have established a strategic document to guide the future planning and development of parks, facilities, recreation services, cultural assets, museums, festivals and events, libraries, childcare services for the next 10 years. Goals will be shared with the Library Board to ensure library service is aligned with the Master Plan.

Project Approach/work plan/steps:

The Community Services Master Plan will be based on input from the public, user groups, Library Board, Parks & Recreation Advisory Committee and Municipal staff. A

Steering Committee comprised of two Councillors and the project lead will guide the development of the project. It will be based on a three-step process, beginning with gathering information on the following:

Phase 1:

1. The socio-demographic profile of Mississippi Mills.
2. Relevant findings from existing documents prepared by the Township/Inventory of facilities etc..
3. The results of the public engagement strategy/leaders in sports, leisure, arts, etc...
4. The state of existing leisure facilities and programs offered by the Municipality and community partners.
5. Trends in Library services programming and direction provincially (Library to provide).
6. State of childcare services in Lanark County, direction, strategic plan, and other guidance on future programming.

Phase 2:

Build upon the information gathered in phase 2 and using community and Council engagement, draft a mission statement, guiding principles and options/approaches to the delivery of community services.

1. Benchmark the approaches in other neighbouring communities.
2. Consult with stakeholders on issues and opportunities.
3. Draft a Mission Statement and Guiding Principles to direct the delivery of parks, facilities, childcare and recreation services. Principles will be shared with the Library Board.
4. Draft options based on each service.
5. Consult with the public and stakeholders on the options.

Phase 3:

This phase will bring the research and public feedback together to formulate the Community Services Master Plan.

1. Draft Master Plan with recommendations for facilities, programs, services, and staffing etc... including a supporting implementation plan.
2. Test recommendations with Municipal staff, Council and the public in the third phase, prior to finalizing the Master Plan.
3. Finalize the Master Plan

As per the Strategic Plan this project is to specifically investigate the following:

- Recreation - are we meeting the expectations of our residents?
- Encourage young families and young professionals to stay or move here
- Maintain sense of community, sense of place
- Sense of place and identity (what are we proud of? What do we celebrate?)
- Community Pride & diversity
- Cultural fiber of community (public art, celebration of local artists etc.)
- Indoor/outdoor – (Activities/sports? What is this referring to?)
- Valuable Volunteer Experiences (Building Community Connections)
- Volunteer Strategy/Plan
- Childcare – Affordability - fees
- Responsiveness, Accessibility: Special needs and Quality
- Celebrate heritage and history – (Built heritage, Settlers, Ancestors, Indigenous history, recognition of ancestral land)
- Beautification and Maintenance

Phase/Major Deliverable	Timeline
Phase One: Current State	
Demographics Current Delivery for each service (build on SDR service profiles)	Fall 2020
Phase Two: Analysis of Options	
Benchmarking Consultation on issues Draft Guiding Principles Draft Options Consult on options	Winter 2021
Phase Three: Develop Plan	
Draft Master Plan Consult on draft Finalize Draft	Spring/Summer 2021

Budget and Resources:

Components of the analysis may be available from other sources such as demographic and population projection data which was developed for the Official Plan processes with the County of Lanark.

The Master Plan document should be outsourced externally through consultants to conduct the public engagement and development of the Master Plan. Budget is unknown at this time.

Known Constraints:

Community services, as we have defined them, are three departments that currently function separately with very little interaction. The corporation of Mississippi Mills provides the administrative backbone which is shared by these three departments. The ability to recognize the strategic components of each department as separate services while at the same time understanding the common contribution to social growth of the community will be a challenge.

	Sign Off	
	Signature	Date
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