

# **COMPREHENSIVE MUNICIPAL NEEDS ASSESSMENT SURVEY**

Municipal Capacity Development Program (June 2011)

*The purpose of this survey is to gather information that will assist your intermunicipal group in developing an area-wide strategic plan. The information provided by the participating municipalities can be compiled to determine areas of potential collaboration and/or improvement.*

**Name:** \_\_\_\_\_

**Municipality:** \_\_\_\_\_

**Position within the Municipality:** \_\_\_\_\_

## **SURVEY SECTIONS**

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## **I. EXISTING GOVERNANCE DOCUMENTS**

1. Does your municipality have an Official Community Plan? When was it written? Is it still applicable?
  
  
  
  
  
  
  
  
  
  
2. Does your municipality have Land-Use and Zoning By-laws? When were they written? Are they still valid? Are they enforced?
  
  
  
  
  
  
  
  
  
  
3. Have you ever engaged in planning with another municipality in your area?
  
  
  
  
  
  
  
  
  
  
4. What are your thoughts on area-wide planning? (Benefits/Concerns)?
  
  
  
  
  
  
  
  
  
  
5. Would you be willing to look into area-wide planning with your neighbors?
  - i) If no, what would have to change for you to revisit area-wide planning?

## **II. MUNICIPAL EQUIPMENT/SERVICES**

1. What equipment do you use regularly? (i.e. graders, tractors, plough, etc.) How regular is your use (i.e. daily, weekly, monthly, seasonally)?
2. What equipment would your municipality be willing to share/rent (specify) with other municipalities?
3. What types of equipment does your municipality currently need that it does not have? How often would you need/use them?
4. What equipment needs do you expect you might need within the next 2-5 years (i.e. replacement of existing equipment, provision of additional municipal services)?
5. How many staff does your municipality employ? (i.e. EMO, Grader Operators, Bylaw Enforcement, Maintenance, Planner, etc.)?
6. Of the Human Resources you listed above, which would your municipality be willing to share/contract out with other municipalities? (Please specify).
7. What Human Resources does your municipality require that it currently does not have? How often would they be needed? Please indicate future expected needs, if applicable. (i.e. fire and building inspectors, planner, engineer, etc).
8. What types of municipal services do you currently provide (i.e. street cleaning, fire fighting, etc.)?

9. What types of services would your municipality be willing to provide/cost share/contract out (specify) with other municipalities?
  
10. What maintenance servicing does your municipality require? Please outline servicing schedules, servicing needs and timelines, if applicable (i.e. safety inspections, fire hydrant servicing).

*Additional Comments:*

### **III. SHARED MUNICIPAL SERVICES**

1. Does your municipality provide services, under contract or by agreement, to other municipalities? If yes, what services and to which municipality/ies? What are the positive and negative aspects of these arrangements? Ex) cost effectiveness, etc.?
  
2. Does your municipality receive services, under contract or by agreement, to other municipalities? If yes, what services and from which municipality/ies? What are the positive and negative aspects of these arrangements?
  
3. Does your municipality share or provide any of its staff resources to regularly assist another municipality with service delivery functions? If yes, which staffing resources and for what service delivery function(s)? What are the positive and negative aspects of these arrangements?

4. Does your municipality share or make available its equipment or facilities for use in the delivery of services to another municipality? If yes, what equipment or facility/ies and to which municipality/ies? What are the positive and negative aspects of these arrangements?
  
5. Does your municipality have inter-municipal arrangements or agreements in place which provide for the shared delivery of one or more areas of municipal government services? If yes, please expand.
  
6. Having answered the above questions, please list and elaborate on 3 or more key areas in which you feel that your municipality can expand upon your current working relationship(s).

#### **IV. BULK BUYING**

1. Would your municipality be interested in bulk buying (purchasing products in large quantities at a lower price)?
  1. If so, what products/supplies would your municipality need/want to buy in bulk? Identify, approximately, how often orders would need to take place.
  
  2. Do you have any significant projects planned/underway in your municipality in which supplies are needed and bulk buying would be an option?

3. Please list any material providers/wholesalers/retailers (in the region/outside the region) you know of that could provide bulk pricing, having dealt with them directly or heard of.

*Additional Comments:*

## **V. WATER & WASTE MANAGEMENT**

### **Water Service**

1. How does your municipality currently provide water services? What is your municipality's major source of water (i.e. private wells, lakes, reservoirs, others)?
2. Do you think that these services are adequately provided? Are there any improvements and/or changes you would like to see made to the current/future water services?
3. What is the approximate percentage of growth in population that can occur in your municipality before systems need to be updated?
4. How does your municipality plan to provide water services if/when capacity has been maximized?
5. Would you be willing to be part of a regional water line system?

*Additional Comments:*

**Treatment Facility**

6. Do you have a treatment facility? Who operates it?
  
7. What type of treatment facility is it (i.e. type of filtration system, types of treatment used, etc.)?
  
8. Are there any improvements or changes you would like to occur with your current treatment facility?
  
9. What is the current capacity of your facility (i.e. gallons/day)?
  
10. What is the treatment facility's maximum capacity rating (i.e. gallons/day)?
  
11. How does your municipality plan to provide water treatment if/when maximum capacity has been met?

12. Would you be willing to be part of a regional treatment facility?
13. Does your municipality have any current policies in place to conserve water (i.e. reduce, reuse, recycle, etc.)? If so, please explain.

*Additional comments:*

### **Solid Waste Management**

1. What existing arrangements does your municipality have for garbage pick up and removal?
2. Is there a waste management facility in your municipality? If no, where does your garbage go?
3. What solid waste management needs do you foresee in the next 5 – 10 years?
4. Does your municipality have a recycling facility? If yes, what kind(s)? If no, would your community be interested in accessing one in the area?



## **VI. HOUSING**

1. What is the number of vacant lots (housing only) in your community?
  
2. How many houses are currently for sale in your community? What types of homes are they?
  
3. Does your community have rental units? How many? What type?
  
4. Does your community have any vacant/unused building which could be developed for housing purposes/retrofitted?
  
5. What is the predominant issue with housing in your community (i.e. need for senior housing units, etc.)?
  
6. What housing issues do you anticipate in the future related to new developments, your aging population, etc.?

## **VII. ADDITIONAL MUNICIPAL COMMITMENTS**

1. On what other Regional or Local Boards do(es) your municipality currently participate?
  
2. What additional studies, planning, or priorities is your municipality taking on currently?

## **VIII. ESTABLISHING A REGIONAL RESOURCE INVENTORY**

The following checklists will help the group identify local needs and assets towards developing a regional perspective.

### **LOCAL ECONOMY/SERVICES**

*Identify existing services within your municipality:*

- Hotel
- Grocery Store
- Gas station
- Restaurants/Bars
- Coffee Shop
- Clothing Stores
- Specialty Stores (i.e. Gifts, Antiques)
- Hardware/Home supplies
- Trades Services (Plumbing, Electrical, Mechanical, etc)
- Professional Services (Lawyer, Accountant, Engineer, etc)
- Real Estate Agency
- Bank
- Theatre
- Community Hall
- Church
- Local Newspaper
- Recreation Centre (indoor/outdoors pools, rinks)
- Others \_\_\_\_\_

## **HEALTH**

*Identify health care provision and accessibility in your community:*

- Hospital
- Medical clinic/office
- Senior care home
- Palliative care home/hospice
- Home care
- Pharmacy
- Natural food stores
- Chiropractor
- Midwife/Doula Services
- Wellness centres/Alternative health professionals \_\_\_\_\_
- Massage/Reflexology/Other \_\_\_\_\_
- Retreats/Spa services
- Veterinarian (Small animal/farm animal)

## **EDUCATION & COMMUNITY PROGRAMMING**

*Identify educational centres and learning opportunities in your community:*

- Primary Daycare centres & services (Ages 0 – 4)
- Preschool programs (Church & School)
- Elementary
- Secondary
- Post-secondary
  - Skills & Trades programs
  - University courses
- Apprenticeship training
- Co-operative learning
- Library programs for youth, adults and seniors
- Other Seniors Programming

## **RECREATION**

*Identify existing recreational programs/sites in your municipality:*

- Sports (Hockey, Soccer, Swimming, Baseball/Softball, Volleyball, Tennis, Others \_\_\_\_\_)
- Hunting/Trapping/Outfitting
- Fishing
- Skiing (Down hill, cross country)
- Snowmobiling
- Camping
- Boating
- Playgrounds
- Picnic/Rest sites

**CULTURE**

*Identify modes of cultural expression within your municipality:*

- Dancing
- Ethnic associations
- Festivals/Derbies
- Agricultural fairs
- Exhibitions
- Museum
- Heritage sites \_\_\_\_\_
- Artisan societies (Crafts, Arts guilds, etc)
- Community art (murals, sculptures, etc.)
- Volunteer associations/Charities
- Special Interest Clubs/Associations
- Girl Guides/Scouting
- Others \_\_\_\_\_