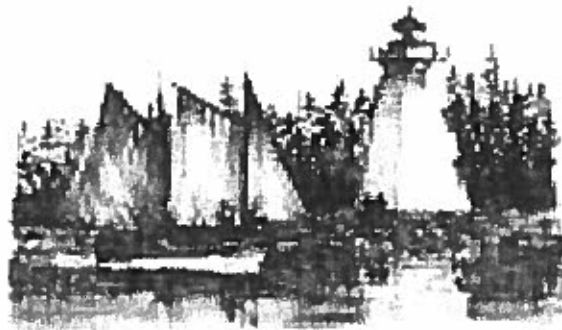


Port Dover Enhancement Association Planning Document

November 5, 2011



Port Dover Enhancement Association

Table of Contents

History & Background	3
Mission Statement of the PDEA	5
PDEA – Goals	6
PDEA - Organization Chart	7
PDEA - Goals (Con't)	8
PDEA – Entranceways Mission Statement	14
PDEA – Entranceways - Goals	15
PDEA – Downtown Mission Statement	18
PDEA – Downtown - Goals	19
PDEA – Parks and Open Spaces Mission Statement	23
PDEA – Parks and Open Spaces – Goals	24
PDEA – Heritage Mission Statement	27
PDEA – Heritage - Goals	28
PDEA – Harbour and Waterfront Mission Statement	31
PDEA – Harbour and Waterfront Mission Goals	32

APPENDICES

- A – PDEA By Laws
- B – Service Clubs, Community Organizations & Festivals Matrix
- C - Norfolk County Community Improvement Plan
- D – Strengths, Weaknesses, Opportunities, Threats Analysis (SWOT)
- E – Downtown Inventory & Evaluation Checklist
- F – Reference Documents
- G – Parks and Open Spaces Inventory

History

Port Dover is a town of approximately 6000 residents and is situated on the north shore of Lake Erie. Its history can be traced back to the early Jesuits who wintered there during the winter of 1669-1670. Port Dover's story began when settler Peter Walker wandered into this area in 1794. Walker Street is named in his honour.

Daniel McQueen is credited with being the first settler in what is now known as Port Dover. He built a home and mill dam where Ivey's Dam is today and before long was joined by others. This resulted in a prosperous settlement, which today is popularly referred to as Dover Mills. Rich in history Port Dover was attacked by American troops during the war of 1812 with only one house spared destruction. Settlers gradually rebuilt their lives about one mile away near Lake Erie's shore and Patterson's Creek, now known as the Lynn River.

A harbour, at the mouth of the Lynn River, was established around 1830 and lumber and grain was carried to ports along the Great Lakes. Eventually fishing boats moored along side the schooners and the industry developed and, at one point in time, Port Dover was home to the largest fresh water fishing fleet in the world. Even now, Port Dover is still synonymous with Lake Erie commercial fishing. The history of boat building along the Lynn River dates back to 1837 when the "Resolution" was launched. Elements of the industry are still in existence to this day.

The present town of Port Dover was laid out in 1853 by Israel W. Powell who set aside a market square in the main business area. Years later it was named in his honour...Powell Park. Port Dover was incorporated as a "village" in 1879 with its first village council headed by Reeve Thomas Gillies. Prior to that date this hamlet was part of the Township of Woodhouse. Port Dover became a "town" in 1954 headed by Mayor Harold Schneider.

On January 1, 2001 Port Dover became part of the new County of Norfolk.¹

¹ Material based on elements of Port Dover Calling 2008 – A Brief History of Port Dover

Background

In May of 2007 Norfolk County, through it's Planning and Economic Development Department, introduced the Community Improvement Plan². The document states that it was developed to establish a framework for Norfolk County's support and implementation of programs that may be utilized to encourage the maintenance, rehabilitation and redevelopment of the county. The plan further notes that it will provide the county with the authority to implement incentives and programs for the betterment of Norfolk County.

The Community Improvement Plan augurs well with the efforts of the Port Dover Enhancement Association because it identifies several goals that the Association will be pursuing in its efforts to improve Port Dover. In particular, it lists, as one of its goals³ to "Revitalize Downtown Areas While Recognizing Retail Trends and Community Needs". This goal provides the framework for a number of objectives that the Port Dover Enhancement Association's "Downtown Sub-committee" is proposing.

Further, the plan, through various Goals and Objectives listed on the same page, provides support for other Sub-committees of the Port Dover Enhancement Association.

As a result, the Association is encouraged by the Community Improvement Plan and will refer to it throughout our Strategic Plan as a key source document.

² Norfolk County Community Improvement Plan May 2007 (Appendix C)

³ See P. 4 of the Community Improvement Plan

Mission Statement of the Port Dover Enhancement Association

To encourage the preservation and enhance the unique identity of Port Dover as the community develops including, but not limited to, Entranceways, Downtown, Heritage, Waterfront and Harbour and Parks and Open Spaces.

The Port Dover Enhancement Association is a not for profit association designed to promote town enhancement initiatives. The Association has published “By Laws”⁴ and is currently comprised of eight Executive Members and five Sub Committees. Each of the Sub-Committees has a Chairperson or a Project Lead and associated members where required. The Sub-Committees developed a Mission Statement with Goals and Objectives, which were reviewed by the Executive Board of Directors to ensure that they are appropriate in supporting the overall Mission Statement of the Association.

The Port Dover Enhancement Association is not intended to replace or insinuate itself on any existing Service Clubs or Festivals already contributing to efforts to improve Port Dover. In this regard, an initiative was undertaken to develop a “matrix”⁵ which identifies all Service Clubs, Organizations and Festivals along with their contact persons. This will help to better understand the resources that may be available to the Port Dover Enhancement Association as well as eliminating any redundancies or duplication of effort.

In the case where efforts to improve Port Dover by another agency and/or festival are already underway, the Port Dover Enhancement Association could be made available to augment these initiatives through the provision of its resources. Increased efforts to communicate between these various clubs and organizations are essential in maximizing all enhancement efforts in Port Dover.

For the purposes of this plan, the business and economic development areas relating to Port Dover will remain in the periphery and not be explored other than to suggest, were warranted, possible studies that might or should be considered. See Community Improvement Plan & Waterfront Master Plan and the Norfolk County Official Plan.

⁴ See Appendix A

⁵ See Appendix B

Port Dover Enhancement Association - Goals

1. Completion of the Downtown Enhancements scheduled for completion by July 1, 2011. (Now changed to Nov 30, 2011)
2. Orient new Board members to the organisation, to determine their areas of interest and to select an executive. (Completed)
3. Review the Mission Statement of the PDEA. (Completed)
4. Review our goals and objectives to determine what of those goals and objectives have been completed and what is outstanding and to decide what changes may be required. (Ongoing)
5. Review the existing structure of the organisation and determine whether modification may be required. (ongoing)
6. Strategize around how to involve those of the existing membership more fully in the organisation. This includes an inventory of their skill sets.
7. Continue to liaise with appropriate agencies in order to suggest and implement the Association's enhancement goals and objectives for the Port Dover Community. Review the matrix see App. B (last rev. April 2009)
8. Continue to investigate funding for the implementation of developed projects.

It is suggested that, where possible, the above noted Goals be complemented with associated Objectives. In this way it is easier to track the progress of various Goals in an iterative manner.

**Goal # 1
Create an Overall
Structure for the
Enhancement
Association**

~~Port Dover Enhancement~~

**Association
Board of Directors**

Chairperson
Shawn Swarts
Vice-Chairperson
Pat Hall
Past Chairperson
Katie Buck
Secretary
Susan Bourne
Treasurer
Kate Bedding
Publicity & Marketing
Craig Hemming
Directors
Carma Beerepoot
Dan Grincevicius
Newsletter Lead
Donna Mcmillan

Entranceways

Chairperson
Kate Bedding

Members
Rodger Pearllie
Diane Aronson
Irwin Aronson
Susan Bourne
Kay Rundle
Valerie White
Meika Matthews
Pat Hall

Downtown

Chairperson
Rodger Pearllie

Members
Pelham Donaher
Pat Hall
Saakje Tigeleaar
Joan O'Hara
Katie Buck
Vicky Borthwick
Diane Aronson

Gary Bronowski
LHFT

**Waterfront /
Harbour &
Trails**

Project Lead
Jim Murphy

Members
Willie Stoorgaard
Ian Bell
Paul Lipsit ✓
Nick Childs
Ed Levons
Don Malpass
Kay Rundle
Kerry Wamsley

*Note: members will
only be utilized on an
as required basis*

Lynn Valley Trail
Knechtels
Schneiders
Meika.

Heritage

Chairperson
Kerry Walmsley

Members
Jeanine Ross
Marcia Mackinnon
Nancy Neidrauer
Valerie White
Donna Mcmillan - ✓
Lead - Story Boards
- Andrew Kicak

**Parks &
Open Spaces**

Project Lead
Susan Bourne ✓

Members
Jim Murphy
Katie Buck ✓
Jeff Feuske
Regan Karges ✓
Kate Wade ✓

*Note: Members
will only be
utilized on an as
required basis
mac*

Port Dover Enhancement Association - Goals

Goal #2	Activity	Deliverable	Responsibility	Date
Develop a Plan for the Enrichment of Port Dover and the Surrounding Community	Engaged Fourth Year Landscape Architecture and Planning Students from the University of Guelph	Six conceptual plans "Community Visioning Project" Public Presentation of plans	PD Enhancement Association Guelph University" School of Environmental Design"	November 11, 2009
	Review "Story Boards" with a view to determining what might be achievable in the next 18 months.	Enhancements that can be achieved over the next 18 months.	All sub committee chairpersons and members	June 4, 2009
Goal #3				
Liaise with appropriate agencies in order to suggest and implement the associations enhancements for the Port Dover Community	Discussions held with Kevin Lacache and Norfolk County staff	Agreement to investigate the planting of trees	Port Dover Enhancement Association Executive	January 6, 2009 January 6, 2009
		Positive support	Port Dover Enhancement Association Executive	
	Delivered presentation to Council regarding the Association and work completed by Guelph University students	Received as "Information"	Port Dover Enhancement Association Executive	
		Advice & suggestions further meetings to be	Port Dover Enhancement	

	Meeting held with Coastal Homes	Informational in nature. Developer is on side with the Association and wants regular meetings	Enhancement Association Executive	April 20, 2009
	Presentation given to the Lions Club Executive	Information provided about the Association	Katie Buck & Joan O'Hara	May, 2009
	Presentation scheduled for the Probus Club	Information provided about the Association	Lynne Hagen & Joan O'Hara	July 16, 2009
		Informational in nature. Developer is on side with the Association and wants regular meetings	Association Executive	
		Received advice re: regulations and funding opportunities	Port Dover Enhancement Association Executive	
		scheduled		
Goal # 4	Activity	Deliverable	Responsibility	Date
Develop an overall Strategic Plan for the Association	Develop and provide a environment for the Association which consolidates all Sub-committee's Mission, Goals & Objectives and provides a framework for communication, guidance and support	A Planning Document	Rodger Pearllie and the Association Executive	Living Document last revision February 9, 2011.
Revise Planning Document	Review the Planning Document in light of the OMAFRA funding and County ("work in kind") contributions	Revised Planning Document reflecting goals accomplished and new efforts to pursue	All Executive members	Underway (Nov.5/11)

Divide the workload in order to attain a variety of enhancements	Develop a list of the Ten top priorities of the association	A list identifying the ten top priorities	Kate Bedding	Delivered to Chris Baird April 15, 2009
	Review the Guelph University Concept Boards	Develop a list of objectives that can accomplished within 18 months	All Association Chairpersons and Committee members	June 11/09

Goal # 5				
Promote the town of Port Dover and its harbour area for all members of the community and visitors	Publicity Chairperson appointed	Association updates in the community news paper Newsletters to members	Publicity Chairperson – Joan O’Hara	Ongoing Winter & Spring Newsletters sent to members
	Booth arranged for 100 Anniversary Bandstand celebration at Powell Park	Information and membership drive	Kate Bedding, Rodger Pearllie & Joan O’Hara	July 12, 2009
	Annual General Meeting – Port Dover Enhancement Association	Update to PDEA Members	PDEA – Executive & Committee Chairpersons	November 11, 2009 & November 17 th 2010
	Development of a link to the Norfolk County Web page	Link	Joan O’Hara & County staff	Completed November 11 th , 2009

Goal # 6				
Investigate funding for the implementation of developed projects	Contact has been established with Government sources regarding various grants and assessable funding	To be pursued upon incorporation and the development of various goals and objectives deem appropriate	Port Dover Enhancement Association in concert with the county's plans	Ongoing
	Meeting arranged with Vicki Luke – Rural Community Development Branch & Chris Baird – Norfolk County to discuss First Impressions Community Exchange Program and share overall Strategic Plan	Gain a more thorough understanding of the program	Port Dover Enhancement Association in concert with the county and Ministry of Agriculture, Food and Rural Affairs	May 12, 2009
	First Impressions Community Exchange program participation	Identify participants and arrange training and visitation for the "First Impressions Community Exchange" program	Rodger Pearllie & Carma Beerepoot	See PDEA Minutes May 12/09 regarding the outcome of the meeting and feedback on the Top 10 Issues (Chris Baird)
	First Impressions Community Exchange	Feedback to Meaford	Presenters: Chris Baird, Rodger Pearllie, Katie	Training scheduled for June 12, 09 & visit to Meaford scheduled for June 24, 09 <i>Visit completed data compilation and presentation currently underway presentation to Meaford TBD.</i> Presentation date to Meaford October 5th, 2009

	program participation		Buck & Joan O'Hara	
	First Impressions Community Exchange program participation	Feedback to Port Dover	R. Armstrong &	Lighthouse Festival Theatre – October 8 th , 2009
	Determination of Top Five Priority Items from the Meaford Report Back findings	Report back presentation from the Meaford delegation Listing of priorities	PDEA Committee members	Completed October 21, 2009 & submitted to the County & Province for consideration and feedback
	Completion of Pre- proposal Summary document supporting information for inclusion in the proposal	Production of the Pre- proposal Summary document for the Province	Chris Baird, Rodger Pearllie & PDEA Exec.	Late November, 2009
	Completion of the Application Form for Rural Economic Development Program funding	Production of the completed application for submission to the Province	Chris Baird & PDEA Executive	Early December, 2009 September 2, 2010 the Provincial Government announced a grant of \$135k . Norfolk County matched these funds and topped up the request to the full amount of \$337.5k.
	Select members from the PDEA Executive to form part of the PD	Members selected as follows: Katie Buck, Kate Bedding & Rodger	PD Enhancement Association Executive	First meeting held September 16, 2010. October 28, November

	<p>Enhancement Project Team working with the Board of Trade and the County</p>	<p>Pearllie. Members from the Board of Trade as follows: Paul Morris & Jan Overand. Member from the County Chris Baird (Chairperson)</p>		<p>25th & January 18th. The next meeting is scheduled for February 22, 2011. A total of 11 meetings have been held with the most recent being Oct. 24,2011<i>Thus far Project Milestones have been formulated and discussed with the Committee. They are monitored by the County and changes shared with the group.</i> Timing for project completion is Nov. 30,2011. <i>For complete details on this goal consult Chris Baird of any member of the project team.</i></p>
--	--	--	--	--

Port Dover Enhancement Association – Entranceways

The mission of the Enhancement Committee - Entranceways, is to work within the framework of the Port Dover Enhancement Association to identify and improve the visual impact of the entranceways to Port Dover. This initiative includes, but is not limited to, signage and landscaping and will entail communicating with politicians, community leaders, businesses, residents, developers and other interested parties through open dialogue and developing, through the integration of their ideas and resources, more appropriate entranceways capturing the history and heritage of Port Dover.

Goals

- Develop and review with the Association, a set of guidelines, which outline and clearly articulate the expectations of the County in terms of new development in Port Dover as it relates to entranceways. *These guidelines could be created in conjunction with other initiatives undertaken by the Port Dover Enhancement Committee where appropriate.*
- Review and request, through the Association, funding availability and interest from politicians, community leaders, businesses, residents, developers and other interested parties in assisting with entranceway improvements.
- Identify and prioritize what improvements are the most urgent and determine which can be accomplished with minimal resources i.e. money and assets.

Objectives

- Conduct a review of existing guidelines and other related documents, which are currently in use in like communities and consider them for possible incorporation in the Port Dover Guidelines. Immediate, to be completed by March 31, 2009.
- Identify and communicate through the Association with politicians, community leaders, businesses, residents, developers and other interested parties to solicit their inclusion by way of ideas and funding to assist with improvements. *These meetings should include efforts underway by the Port Dover Enhancement Association in related initiatives to prevent redundancies and provide other relevant information to developers and other interested members of the community.* Immediate, to be completed by March 31, 2009.
- Identify and complete one entranceway enhancement by August 2009.

Entranceways - Goals

Goal # 1	Activities	Deliverables	Responsibility	Date
Develop a set of guidelines which clearly articulate the expectations of the County in terms of new development in Port Dover as it relates to entranceways	Contact made with Chris Baird regarding concerns.	Meeting set for February 25, 2009 to discuss the information shared and a way forward	Kate Bedding & Chris Baird	February 25, 2009
Goal # 2	Activities	Deliverables	Responsibility	Date
Review and request through the Association, funding availability and interest from politicians, community leaders, businesses, residents, developers and other interested parties in assisting with entranceway improvements	Communicated with the Association. Investigation regarding funding issues is ongoing. A request was made of the Board of Trade to provide a list of the various service clubs and other community organizations along with contact persons in Port Dover	Feedback from the Association regarding funding A listing of all service clubs and community organizations with contacts	The Port Dover Enhancement Association Kate Bedding	Mid March, 2009 Late February, 2009 Now completed and part of the Appendices of the PDEA Strategic Plan
Goal # 3	Activities	Deliverables	Responsibility	Date
Identify and prioritize what improvements are the most urgent and determine which can be	Work Plan was developed delegating work related items to members of the	Awaiting meeting set for February 25, 2009 before proceeding	Entranceways Committee members	February 25, 2009

<p>accomplished with minimal resources i.e. money and assets</p>	<p>committee in the following areas: funding, University of Guelph, Trees, Fencelines – Potential, Fencelines – Existing, Signage, Ideas from Other Communities, Garbage, Liason with other Communities</p>			
	<p>Contact made with Chris Baird re: Entranceway Signage Contest</p>	<p>Information provided to assist in getting the contest underway as well as possible funding partners</p>	<p>Entranceway Committee members</p>	<p>July, 2009</p>
	<p>Contact made with Chris Baird re: Entranceway Signage Contest</p>	<p>Information to prepare a Request for Proposal for entranceways signage</p>	<p>County and Entranceway Committee</p>	<p>Pending the award of a contract to Katherine Smith – Sun Harbour Studio – Late November, 2009</p>
	<p>Pedestrian Courtesy Sign</p>	<p>Letter submitted to the Mayor to consider a Pedestrian Courtesy sign at the various entranceways into Port Dover</p>	<p>County Staff</p>	<p>Early Summer, 2009 County has determined to remove “Pedestrian Crossings” throughout the County after further review by their legal department. See Simcoe</p>
<p>Deputation to Norfolk County September 7, 2010 re: Banning developers from creating</p>	<p>Deputation delivered</p>	<p>Kate Bedding & Katie Buck</p>	<p>Reformer article dated County Staff to investigate and respond by late December 2010.</p>	

	sub divisions that allow back-lotting and fencelines			
--	--	--	--	--

For detailed information on work being done by this Sub-committee consult the PDEA Executive Minutes

The Goals & Objectives of the Entranceway Committee have, for the most part, been achieved with the final work now being undertaken by the Port Dover Enhancement Project Team (comprised of members from the PDEA, Board of Trade, Norfolk County & Province of Ontario). The status and direction of the Entranceway Committee will be re-examined for continued viability once the project has been completed in 2011.

Port Dover Enhancement Association – Downtown

The mission of the Enhancement Committee – Downtown, is to work within the framework of the Port Dover Enhancement Association to identify and improve the visual impact of the Downtown area of Port Dover. This initiative includes, but is not limited to, light standards, building facades, refuse receptacles, roads and sidewalks as well as overall pedestrian safety. This initiative will entail communicating with businesses, politicians, community leaders, residents, developers and other interested parties through open dialogue and developing, through the integration of their ideas and resources, more appropriate to the Main Street of Port Dover in preserving and enhancing it's history and heritage.

Goals

- Develop and review with the Association, a set of guidelines, which outline and clearly articulate the expectations of the County in terms of new businesses being established in Port Dover as it relates to the Main Street. These guidelines could be created in conjunction with other initiatives undertaken by the Port Dover Enhancement Committee where appropriate.
- Review and request, through the Association, funding availability and interest from politicians, community leaders, businesses, residents, developers and other interested parties in assisting with Main Street improvements.
- Identify and prioritize what improvements are the most urgent and determine which can be accomplished with minimal resources i.e. money and assets.

Objectives

- Conduct a review of existing guidelines and other related documents, which are currently in use in like communities and consider them for possible incorporation in the Port Dover Guidelines. Immediate, to be completed by March 31, 2009.
- Identify and communicate through the Association with politicians, community leaders, businesses, residents, developers and other interested parties to solicit their inclusion by way of ideas and funding to assist with improvements. These meetings should include efforts underway by the Port Dover Enhancement Association in related initiatives to prevent redundancies and provide other relevant information to developers and other interested members of the community. Immediate, to be completed by March 31, 2009.
- Identify and complete light standard enhancements by August 2009.

Port Dover Enhancement Association

Downtown - Goals

Goal # 1	Activities	Deliverables	Responsibility	Date
Develop and review with the Association, a set of guidelines, which outline and clearly articulate the expectations of the County in terms of new businesses being established in Port Dover as it relates to the Main Street.	Spoken with the General Manager of Economic Development and have received some advice and information ⁶ General research completed on "Downtown Revitalization" initiatives	On going dialogue that will eventually result in the development of more substantive guidelines Located several documents relating to Downtown Revitalization – some of which form the basis of support for PDEA initiatives identified in this plan	Rodger Pearllie	Ongoing

⁶ Port Dover Waterfront Master Plan Final Report 2001

Goal # 2	Activities	Deliverables	Responsibility	Date
<p>Review and request, through the Association, funding availability and interest from politicians, community leaders, businesses, residents, developers and other interested parties in assisting with Main Street improvements.</p>	<p>Spoken with the General Manager of Economic Development and have received some advice Met with the Chair of the BIA in Delhi and was provided with advice and catalogues to assist in determining some costs</p>	<p>Information to be shared with the association Materials given "on loan" regarding various lighting, benches and receptacles</p>	<p>Chairperson – Downtown Committee</p>	<p>Ongoing</p>
	<p>Met with John Lewis of Medgar Lighting May 6/09</p>	<p>Quote on retro-fitting 20 posts</p>	<p>R. Pearllie/D. Aronson</p>	<p>By end of May information received</p>
	<p>Met with Liz Normore of SNOC and reviewed the retrofit initiative</p>	<p>Quote on retrofitting</p>	<p>R. Pearllie & Pelham Donaher</p>	<p>By End of June</p>
	<p>Met with Travis Smith – Norfolk Industrial Ltd.</p>	<p>Quote on painting of posts, garbage drums & anchors</p>	<p>R. Pearllie</p>	<p>Information received and shared with Chris Baird. PO to be issued to Norfolk industrial for the painting of 10 garbage drums. <i>Refurbished trash receptacles delivered July 10, 2009</i></p>
	<p>Stresscrete contacted re: information of light standards in downtown Port Dover</p>	<p>Catalogue of information on possible solutions to make the posts more attractive</p>	<p>R. Pearllie</p>	<p>Information received to be shared with County date undetermined</p>

				Refer to PDEA Association details for update on this initiative re: Pre-proposal Summary document etc.
--	--	--	--	--

Goal # 3	Activities	Deliverables	Responsibility	Date
Identify and prioritize what improvements are the most urgent and determine which can be accomplished with minimal resources i.e. money and assets.	Completed a SWOT analysis ⁷ to identify opportunities for improvements	SWOT analysis chart completed and a review of no and low costs items is under review	Downtown Committee	February 19, 2009
	Complete an inventory of buildings and businesses in the downtown area	Inventory listing of all buildings and businesses And their condition ⁸	Diane Aronson & Saakje Tigchelaar	Completed April 21, 2009
	Complete an inventory of all benches, garbage containers and signage	Produce a listing of same	R. Pearllie	Completed May 7, 2009

For detailed information on work being done by this Sub-committee consult the PDEA Executive Minutes & the Executive Committee's Goals & Objectives as discussed in this document (see p. 11)

⁷ See Appendix D "Strengths, Weaknesses, Opportunities & Threats"

The Goals & Objectives of the Downtown Committee have, for the most part, been achieved with the final work now being undertaken by the Port Dover Enhancement Project Team (comprised of members from the PDEA, Board of Trade, Norfolk County & Province of Ontario). The status and direction of the Downtown Committee will be re-examined for continued viability once the project has been completed in 2011.

⁸ See Appendix E "Downtown Inventory and Evaluation Check-list"

Port Dover Enhancement Association – Parks & Open Spaces

The mission of the Enhancement Committee - Parks and Open Spaces, is to focus on the conservation and beautification of parks and open spaces in Port Dover. This initiative includes, but is not limited to parks, trails, and natural areas as well as recreational and leisure activities associated with them

This initiative will entail communicating with businesses, politicians, community leaders, residents, developers and other interested parties through open dialogue and developing, through the integration of their ideas and resources, more appropriate to the conservation and preservation of Port Dover's parks and open spaces.

Goals

- Develop and review with the Association, a set of guidelines, which outline and clearly articulate the expectations of the County in terms of parks and open spaces in Port Dover as well as recreational and leisure activities associated with them. *These guidelines could be created in conjunction with other initiatives undertaken by the Port Dover Enhancement Committee where appropriate and will incorporate the newly developed "Norfolk County Trails Master Plan".*
- Review and request, through the Association, funding availability and interest from politicians, community leaders, businesses, residents, developers and other interested parties in assisting with the development of parks and open spaces as well as recreational and leisure activities.
- Identify and prioritize what improvements are the most urgent and determine which can be accomplished with minimal resources i.e. money and assets.

Objectives

- Conduct a review of existing guidelines and other related documents, which are currently in use in like communities and consider them for possible incorporation in the Port Dover Guidelines. Immediate, to be completed by March 31, 2009.
- Create a listing of all parks and open spaces in Port Dover indicating who owns the park and/or open space. Who maintains the asset i.e. benches, picnic tables, landscaping, cutting, grooming etc. What plans are being considered for the asset and the timing there of.

- Develop a list of existing trails and actively work towards the development of new trails in Port Dover. *(Now part of the Harbour, Waterfront, & Trails Committee headed by Jim Murphy – Project Lead)*
- Support and assist in the development of a walking trail from the Port Dover Harbour Museum to the Lynn Valley Trail extension in Silver Lake Park.
- Promote the use of parks and open spaces including trails and walking pathways in Port Dover and the surrounding region.
- Create a listing of all service clubs and agencies, including any community groups, who regularly use the parks, open spaces, trails etc. as well as those engaged in maintaining them. Include in the listings fundraising activities that are used to maintain these assets.
- Identify and communicate through the Association with politicians, community leaders, businesses, residents, developers and other interested parties to solicit their inclusion by way of ideas and funding to assist with improvements. *These meetings should include efforts underway by the Port Dover Enhancement Association in related initiatives to prevent redundancies and provide other relevant information to developers and other interested members of the community.* Immediate, to be completed by March 31, 2009.

Port Dover Enhancement Association – Parks & Open Spaces

Goal # 1	Activities	Deliverables	Responsibility	Date
Develop and review with the Association, a set of guidelines, which outline and clearly articulate the expectations of the County in terms of parks and open spaces in Port Dover as well as recreational and leisure activities associated with them.	Conduct a review of existing guidelines and other related documents, which are currently in use in like communities and consider them for possible incorporation in the Port Dover Guidelines. Immediate, to be completed by March 31, 2009.	Documents associated with the development and maintenance of parks and open spaces	Chairperson and assignees	

Goal # 2	Activities	Deliverables	Responsibility	Date
Review and request, through the Association, funding availability and interest from politicians, community leaders, businesses, residents, developers and other interested parties in assisting with the development of parks and open spaces as well as recreational and leisure activities	Create a listing of all parks and open spaces in Port Dover indicating who owns the park and/or open spaces. Who maintains the asset i.e. benches, picnic tables, landscaping, cutting, grooming etc. What plans are being considered for the asset and the timing there of.	Listing of parks, county owned “open spaces” and assets Listing of improvements planned for the park(s) and/or open space	Chairperson and assignees	June, 2009

	<p>Create a listing of all service clubs and agencies, including any community groups, who regularly use the parks, open spaces, trails etc. as well as those engaged in maintaining them. Include in the listings fundraising activities that are used to maintain these assets.</p> <p>Arrange for the planting of 40 – 50 Cherry trees throughout Port Dover</p> <p>Fundraiser held at Hemming's Broken Plate</p>	<p>Funding support to purchase the trees and the planting of same</p> <p>\$7000. as at November 15, 2009</p>	<p>Jim Murphy</p>	<p>3 trees planted at Memorial Park, June 2009 – Remainder of trees to be planted in 2010.</p> <p>Locates for 30 trees established with County for 2010. – more to follow</p>
--	--	--	-------------------	---

Goal # 3				
Identify and prioritize what improvements are the most urgent and determine which can be accomplished with	Meeting with Lee Rabbitts to discuss assets in Powell Park	Agreement on improvements to the park to complement the 100 Year Anniversary of the Bandstand	S. Bourne, Rodger Pearllie, Lee Rabbitts, Mary Etta McGraw, et al	June 10, 09 <i>Bandstand painted and some landscaping done</i>

minimal resources i.e. money and assets.				<p><i>NOTE: Funding requested in the Proposed Norfolk County Capital Budget for \$15k to renovate the Bandstand in 2010 was approved and a new roof was installed May 2010</i></p>
--	--	--	--	--

For detailed information on work being done by this Sub-committee consult the PDEA Executive Minutes

The main goal of the Committee will be to focus on Powell Park and continue enhancements to the park in conjunction with Downtown revitalization. Effective January 2011 the Committee will be dissolved and replaced with a Project Lead. (See Organisation Chart for details).

Port Dover Enhancement Association – Heritage Committee

The mission of the Enhancement Committee - Heritage, is to work within the framework of the Port Dover Enhancement Association to identify and preserve the history and heritage of Port Dover. This initiative includes, but is not limited to, signage of selected sites and buildings recognizing their historic significance and the repair and/or restoration of them where possible. This will include communicating with the Norfolk Heritage Society, politicians, community leaders, businesses, residents, developers and other interested parties through open dialogue and developing, through the integration of their ideas and resources, the preservation of the history and heritage of Port Dover.

Goals

- Develop and review with the Association, a set of guidelines, which outline and clearly articulate the expectations of the County in concert with the Norfolk Heritage Committee in terms of the preservation of history and heritage for Norfolk County and Port Dover in particular. These guidelines could be created in conjunction with other initiatives undertaken by the Port Dover Enhancement Committee where appropriate.
- Review and request, through the Association, funding availability and interest from politicians, community leaders, businesses, residents, developers and other interested parties in assisting with history and heritage preservation initiatives.
- Identify and prioritize what improvements are the most urgent and determine which can be accomplished with minimal resources i.e. money and assets.

Objectives

- Meet with the Norfolk County Heritage Committee to determine what their mandate is and how we can work in unison with them sharing information and concerns. Immediate, to be completed by March 31, 2009.
- Determine what initiatives are underway with Norfolk County Heritage Committee what initiatives are currently underway in identifying, protecting and promoting heritage properties and sites in port Dover.
- Identify and communicate through the Association with politicians, community leaders, businesses, residents, developers and other interested parties to solicit their inclusion by way of ideas and funding to assist with heritage initiatives. These meetings should include efforts underway by the Port Dover Enhancement Association in related initiatives to prevent redundancies and provide other relevant information to developers and other interested members of the community.

Goal # 1	Activities	Deliverables	Responsibility	Date
Develop and review with the Association, a set of guidelines, which outline and clearly articulate the expectations of the County in concert with the Norfolk Heritage Committee in terms of the preservation of history and heritage for Norfolk County and Port Dover in particular	Membership in the Norfolk County Historical Society	Membership	Lynne Hagen	April, 2009
Goal # 2	Activities	Deliverables	Responsibility	Date
Review and request, through the Association, funding availability and interest from politicians, community leaders, businesses, residents, developers and other interested parties in assisting with history and heritage preservation initiatives.	Letter sent to the Honorable Diane Findley cc: Mayor, Board of Trade, Harbour Master, Clark Hoskins, Rick Misener, Toby Barrett regarding the sorry state of the Pier, lighthouse and attendant building	Letter and associated activities	Lynne Hagen & committee members	June 11, 2009 <i>Note: The building used to store measuring equipment will be repaired or replaced in 2010.</i>
Goal # 3				
Identify and prioritize what improvements are the most urgent and determine what can be	The group has taken the position of safeguarding and focusing on signage, historical venues &	As above		<i>Pending outcome of the RED funding request</i>

<p>accomplished with minimal resources</p>	<p>maintenance of historical sites</p> <p>Under the auspices of the Heritage Committee, the development of 5 Historic Interpretive Plaques being pursued for the Lighthouse, the Summer Gardens, the Railroad, Rum Running & Powell Park. Funding is also being sought.</p> <p>Request for permission from the County for the placement of three of the plaques is being sought as well as assistance in the installation of all five plaques</p>	<p>Locations and funding</p> <p>Letter to be composed to the County c/o Chris Baird</p>	<p>Donna McMillan</p> <p>Donna Mcmillan</p>	<p>Five Historical Interpretive Plaques are currently being developed and fundraising in the amount of \$12,000. has been raised. Anticipated installation is June 15, 2011 (Completed)</p> <p>Letter to Norfolk County attention: Chris Baird, December 10, 2010 requesting assistance in the permission for the placement of three of the signs and preparation assistance to accommodate the 5 signs i.e. Ground keys or other appropriate methods.</p>
--	---	---	---	--

For detailed information on work being done by this Sub-committee consult the PDEA Executive Minutes

Port Dover Enhancement Association – Harbour, Waterfront and Trails Committee

The mission of the Enhancement Committee – Harbour and Waterfront, is to work within the framework of the Port Dover Enhancement Association (PDEA) to protect and enhance navigable waterways in Port Dover. The initiative includes liaisons and communication with all other sub-committees of the PDEA, community leaders, politicians, businesses, residents, developers and other associations and interested parties to capture the heritage, historical and aesthetic attractions of waterfronts in Port Dover.

Goals

1. Identify and prioritize viable improvements to enhance the harbour and waterfronts areas both short term and long term.
2. Support the creation of walking trails around Silver Lake in conjunction with other organizations.
3. Research land deeds and public properties through appropriate individuals, businesses and governments.
4. Liaisons with the PDEA to develop plans, review initiatives and clearly articulate the expectations of the Association and County in Port Dover as it relates to the Harbour and Waterfronts.

Objectives

1. Research the property next to the museum and owners of property near the right of way on the river.
2. Investigate the "dead head" spot in the harbor (pylons) (Ongoing)
3. Investigate opportunities for free materials to enhance the areas i.e. trees, garden materials, signs
4. Explore land deeds to the water.
5. Support the notion that the Marina remains in public hands to facilitate accessibility to the public. (Ongoing)
6. Prioritize feasible immediate projects visible to the local community.

Meet with appropriate parties in the County Planning offices, Board of Trade, local developers, and Service Clubs to establish an ongoing communication system that supports and assists this committee's goals and objectives.

This committee realizes the importance of research, communication, funding availability, County Planning and Development, and will work within the framework of the PDEA goals and objectives.

We currently await the PDEA meeting with Mr. Baird of Norfolk County before developing a formal initiative plan.

In the meantime, some members of this committee will research and communicate informally with local owners of lands abutting the waterways.

Effective January 2011 the Committee will be dissolved and replaced with a Project Lead. (See Organisation Chart for details).

Goal # 1	Activities	Deliverables	Responsibility	Date
Identify and prioritize viable improvements to enhance the harbour and waterfronts areas both short term and long term.	Research documents and consult the county on improvement initiatives	A plan to support initiatives	Jim Murphy & Committee members	Ongoing
Goal # 2	Activities	Deliverables	Responsibility	Date
Support the creation of walking trails around Silver Lake in conjunction with other organizations.	Research land deeds and public properties through appropriate individuals, businesses and governments.	Creation of a walkway from the marina along the Lynn River through Silver Lake and connected to the Lynn Valley Trail	Jim Murphy & Donna Mcmillan, & Chris Baird (see PDEA Top Ten List answers provided by Chris Baird)	Ongoing
	Research the feasibility of a harbour bridge to the commercial basin down river.	Idea is currently being pursued as part of broader trails concept. Expected to be put in the Trails Master Plan	<i>See recently approved Norfolk County Trails Master Plan October 2009</i>	<i>Waiting for request for Advisory Committee participants - 2010</i>
Goal # 3				
Liaisons with the PDEA to develop plans, review initiatives and clearly articulate the expectations of the Association and County in Port Dover as it	Regular meeting updates to the PDEA Executive		Jim Murphy & Committee	Ongoing

relates to the Harbour and Waterfronts				
---	--	--	--	--

For detailed information on work being done by this Sub-committee consult the PDEA Executive Minutes

Appendix A

Port Dover Enhancement Association

Incorporated 2009

By-Laws

Article 1. – Name and Object

Section 1.

The name of this organization shall be the Port Dover Enhancement Association.

Section 2.

The object of the Port Dover Enhancement Association shall be to encourage the preservation and enhancement of the unique identity of Port Dover, as the community develops.

Section 3.

The usual place of meeting shall be in the town of Port Dover.

Section 4.

The Port Dover Enhancement Association shall be non-partisan and non-sectarian and shall not lend its support to any candidate for public office.

Article 2. - Interpretation

Section 5.

Wherever the word "Directors" occur in these By-laws they shall be understood to mean the Directors of the Port Dover Enhancement Association. Wherever the words "the Association" occur in these By-laws they shall be understood to mean the Port Dover Enhancement Association.

Article 3. - Membership

Section 6.

Any person interested in Port Dover and district shall be eligible for membership in the Port Dover Enhancement Association.

Section 7.

Associations, Corporations, Societies, Partnerships or Estates may become members of the Port Dover Enhancement Association. If more than one person from any one of these organizations attends a meeting, only one vote per membership will be accepted as designated by the member organization.

Section 8.

Upon registering and after payment of annual dues such person or organization shall be a member of the Port Dover Enhancement Association and shall have all the rights and be subject to all the obligations of the other members.

Section 9.

Membership shall continue from the time of admittance until the following annual meeting at which time membership dues for the following year will be collected. Each year, the Directors shall determine the amount of the annual dues. A member may resign or can be removed from the roll of members by action of the Directors in accordance with the provisions of these By-laws.

Section 10.

The Directors may remove from the roll of members the names of any new member failing to pay his annual dues within thirty days of his admission, or of any other member who fails to pay such dues within three months of the date they fall due. Upon such action by the Directors, all privileges of membership shall be forfeited.

Section 11.

Persons who have distinguished themselves by some meritorious or public service may be elected Honorary Members by a majority vote of the Directors. Honorary Membership shall include all the privileges of active membership except that of holding office, with exemption from the payment of annual dues.

Article 4

Meetings of the Port Dover Enhancement Association

Section 12

Meetings of the Association members shall be held at least twice per year to hear reports, provide input and to stay abreast of developments at a time and place designated by the Directors.

Article 5. – Committees

Section 13.

Committees will be established by the Directors to accomplish the objectives of the Port Dover Enhancement Association. Members of the committees will normally be members of the Association. Committees make recommendations to the Directors for approval before action is taken or money is expended. Committee chairs submit reports and recommendations to the Directors through the Secretary.

Article 6. – Board of Directors

Section 14.

Four members shall be elected by ballot from among the eligible members each year at the annual general meeting and shall become Directors. They shall remain in office for two years or until their successors shall be appointed. Together with the four Directors serving year two of their term, the eight Directors shall, each year, choose a Chair, Vice-Chair, Secretary, and Treasurer to be the Executive. A retiring Chair, if not returned as a Director, shall be a voting ex-officio member of the Directors until the next annual meeting.

Section 15.

Any vacancy on the Directors which may occur during the year shall be filled by the Directors with that appointment being for the balance of the term of the replaced director.

Section 16.

If a director misses three meetings without arranging for a leave of absence, he/she will be replaced.

Section 17.

Five Directors shall be a quorum and a majority of such quorum may do all things within the powers of the Directors. The Directors shall meet at least eight times per year, as called by the Chair. Directors may be present at a meeting by conference call or other technology which permits two-way audio, uninterrupted participation in real time.

Section 18.

The Directors shall have the general power of administration. They may appoint committees or designate members of the Directors or of the Association, or others, to examine, consider and report upon any matter or take such action as the Directors may request. The Directors may obtain funding, hire staff.

Section 19.

No public pronouncement in the name of the Association may be made unless authorized by the Directors or by some person to whom the Directors have delegated this authority.

Section 20.

The Chair shall preside at all meetings of the Association and Directors. He/she shall regulate the order of business at such meetings, receive and put lawful motions and communicate to the meeting what he/she may think may concern the Association. He/she will be an ex-officio member of each committee, being advised of all meetings and receiving all correspondence.

Section 21.

The Vice Chair shall act in the absence of the Chair and in the absence of both of these officers the meeting shall appoint a chair to act temporarily. This appointment shall be from the Directors.

Section 22.

The Treasurer shall have charge of all funds of the Association and shall deposit the same in a chartered Bank, selected by the Directors. Out of such funds he/she shall pay amounts approved by the Directors and shall keep a regular account of the income and expenditures of the Association. He/she will maintain the membership list in good standing.

Section 23.

The Secretary shall be the executive officer of the Association and shall be responsible to the Directors for the general control and management of business and affairs. He/she shall be responsible for the correspondence and records of the Association, preserving all official documents and shall perform all such other duties as properly appertain to this office. At the expiration of the term of office, the Secretary shall deliver to the Association all books, papers and other property of the Association.

Article 8 . – Conflict of Interest

Section 24.

Members must declare any conflict of interest and remove themselves from the discussion and voting. A conflict of interest is defined as one in which a person has a real or perceived interest in a decision to be taken.

Article 9. - Affiliation

Section 25.

The Association, at the discretion of the Directors, shall have power to affiliate with any other organization in which membership may be in the interest of the Association.

Article 10. - Fiscal Year

Section 26.

The fiscal year of the Association shall commence on September 1 in each year.

Section 27.

An annual meeting will be held within 3 months of the year end at a time and place designated by the Directors to report on the previous year's activities and finances, to elect new Directors and to appoint an auditor. At any annual meeting, ten members shall be a quorum with a simple majority of members present required to pass a motion.

Article 10. - Auditors

Section 28.

The Directors, lawfully met, shall determine each year the level of scrutiny required of the annual statements and related accounting records by the auditor. The auditor shall be independent of the Directors with a level of professional certification to the extent the Directors consider necessary. A financial statement shall be presented by the Treasurer at each annual meeting.

Appendix B

Community Organizations/Service Clubs Port Dover and Area Updated 06 April 2009

Community Organization/ Service Club	Contact	Mission	2009 Projects
Masons	Tom Powell	Hall Rental	
Girl Guides	Susan Chambers 583-1780	Youth service to the community	
Oddfellows/Rebekah Lodge	Brenda Freeman 586-8555	Donations to charities Medical equipment loans	
Kinsmen	Dave Johnson, President (H)519- 583-1945	Supporter of Cystic Fibrosis Kinsmen Park Hall Rental	
Kinettes			
Knights of Columbus	Dennis Blake, Grand Knight, (H)519-583- 0380		
Lions Club	Don MacKinnon, President, (H) 519- 583-0857	portdoverlions.org financial assistance to individuals and organizations Lions Community Centre Lions Park Farmers Market every Saturday 8:00am -	Continued development of Silver Lake Park property (trees, benches, picnic pavilion) Partner in Sports Complex with Kinsmen, Legion Tentative involvement with Port Dover Health Care Initiative

		1:00pm, Lions Silver Lake Fish Fry Stag: June 5, 2009 Canada Day Celebration: July 1st; Lions Charity Ball (Dance of the Roses): December Annual Turkey Raffle; New Year's Eve Dance: Dec 31st. Port Dover Community Centre; Friday 13th Biker day;	Financial contributions: NGH, Camp Trillium, Camp for the Blind
Lioness Club	Sheila Green, President, 519-583- 3785	Daffodil Day July 1 st celebration Friday 13 th	
Norfolk Shrine Club	Ken Becket, President, 519-583-2817		
Leo Club	James Abbott, President Laura Mitchell, Vice President, 519-583- 2741	Service club for teens	Focus will be on in-school activities
Probus Club	Dale Davis, President, 519-583-3680	Social club for retirees Affiliated with Rotary	None <u>(would be interested in a speaker from PDEA</u>
Royal Canadian Legion	Edward Long, President, (H)519- 583-0740	Hall rental	
Royal Canadian Legion – Ladies Auxiliary	Dorothy Kitchen, President, (H) 519- 428-9273	In-house catering	
Newcomers and Friends	Heather Ramsey, President		
Port Dover and Woodhouse	Bob Williams,	Volunteers plant and maintain seven public	1 tree planting in Powell Park April to commemorate

Horticultural Society	President, (H) 519-428-9930	flower beds	District meeting; tree plantings in Silver Lake park for deaths of hortic. Members <u>Note: interested in working with PDEA on tree project</u>
Women's Institute, Lakeshore Branch	Carol Korostil, Treasurer, (H) 519-583-2029		
Port Dover Summer Festival	Mary Etta McGraw 583-2797 New lead will be Laura Tesky	Art/craft/antique festival in Power Park 3 rd weekend of August – proceeds primarily to Board of Trade for town projects. Has been in existence for 38 years and has provided funding in the past to do all electrical, repointing of the bandshell, plantings etc. in Power Park (two volunteers who provide labour: Rob Dixon, Mike Mummery)	
Lighthouse Theatre	Helen Wagenaar	Theatre; local artists featured in foyer; hall rental	Renovation and expansion of lobby/office
Norfolk ArtsCo	Lynn Trembley, Past President, 428-0396	Connecting artists and the community Event enhancement; providing venues for artists Trips to galleries Newsletter to 120 members (<u>would be interested in a 300-400 word article on PDEA for their June newsletter</u>)	Student art competition Sculptures for Council chambers Miniature Art Show June 09 Hazel Race Art Competition – Norfolk County Fair October 09 Deck the Halls, Waterford <u>Would be interested in partnership with PDEA – possibly re: mural, garbage cans (suggest we look at Port Stanley improvements)</u>
Board of Trade	Jan Overend 583-1314		
PD Harbour Museum	Ian Bell, Curator 583-2660	Local history, particularly marine and fishing; special exhibits	Partnering with Board of Trade(Trillium funds) – Almidart project Ongoing Docks project June-100 year anniversary of Powell

			Park bandshell Jan-New Year's Levee Feb-Chili Night Spring lecture series June Marine Heritage Festival Nov-Home Movies
PD Fire Department			
PD13			Feb 13 Mar 13 Nov 13
PD High School			Spread the Net – fundraising for malaria nets for Africa
PD and Woodhouse Foundation			
PD Yacht Club			
Norfolk County			
WIN – Women in Norfolk	Cathie Hiller, President	Primarily social group – financial support for child in Africa, MS, Christmas gift collection	Literacy kits
Literacy....			
Port Dover Community Health Care Initiative	Rick Bedding, Board of Directors Chair 583-2418		
Norfolk Pathways for People	Josh Daley, H-N Health Unit, 519-426-6170	Reps from local trail associations, volunteers and Health Unit working to build a community that supports walking and cycling. Improve conditions of trails and pathways; with Norfolk County, development of policies for safer more walkable communities.	Assess all trails in Norfolk; enhance existing pamphlet about trails; look at disability issues

Appendix C

Norfolk County – Community Improvement Plan
Planning and Economic Development Services Department
May 2007

**Please note that this document may be viewed on the Norfolk County Website Re:
Tab -Economic Development – Business Advice – Resources & Statistics – Funding
Programs**

Appendix D

**Strengths, Weaknesses, Opportunities, Threats
(SWOT) Analysis – Downtown Area**



Port Dover Enhancement Association - Downtown

Strengths:

- Growing Community
- Park in Middle of Town
- Waterfront View
- Some Decent Shops
- Some Decent Architecture
- Heritage/History
- Some Good Festivals
- Sense of Quaintness
- Lighthouse Theatre
- Museum
- Library
- Post Office
- Board of Trade
- Personal Services & Retail
- Multiple entries into the downtown core

- Core of Churches
- Community Atmosphere
- Safe

Weaknesses

- No overall Downtown Plan
- Inconsistency in appearance i.e. facades
- Lack of consistent signage
- Lack of consistent landscaping
- No controls over appearance
- Down town infrastructure appears, in some places, to be tired, worn and unkept
- Shops are closing
- Garbage receptacles are barrels
- Not a pedestrian friendly environment
- Poor lighting (wires should be buried) large posts with transformers
- Uneven sidewalks
- Heavy traveled re: traffic
- Park is not well kept (many of the benches are broken)
- Variety of businesses are hodge-podge – Not Planned
- No hotels or facilities for trade shows
- Overall infrastructure needs enhancement

Opportunities

- Conduct a Commercial Analysis to determine the appropriateness of the existing businesses and others that may be warranted i.e. Supply, Demand and Surplus
- Complete a Resident's Survey to determine what they feel is needed
- Develop a Marketing Strategy to promote Port Dover
- Engage a Designer (contract) to help business owners with window decoration initiatives through seminars and on site advice
- Utilize the windows of vacant businesses to promote opportunities in Port Dover e.g. "art work"
- Accent the positive; encourage existing businesses
- Consider opening a restaurant or coffee house to compliment the Lighthouse Theatre i.e. Coffee Cultures etc. opened at appropriate times
- Turn the Misener Building into an Art & Culture attraction with Café overlooking the river and incorporate the Marine Museum into it.
- Purchase the old Tim Hortons building to augment parking for the Misener facility
- Promote turn of the century architecture and lighting to embrace the heritage of Port Dover
- Incorporate by-laws requiring new development to adapt to the design requirements of Port Dover i.e. facades etc.
- Secure buy-in and funding from the Rural Economic Development Fund (RED) & Trillium Foundation to help with funding requirements.
- Explore other sources of funding and interest
- Provide business incentives to help business owners improve their businesses
- Consult with Park & Open Spaces Committee re: development of Fairgrounds and addressing Park bench issues
- Review Long Term Plans for Silver Lake with the Parks & Open Spaces Committee
- Consult with the Waterfront Committee re: Pier cleanliness and repair i.e. weeds, butts, general debris and infrastructure issues
- Review the possibility of creating a two or three tier parking facility adjacent to the Giant Tiger to help alleviate parking problems in the downtown
- Develop heritage protection by-laws and guidelines to preserve existing buildings

Threats

- Lack of interest and/or support
- Apathy
- Lack of volunteers
- Lack of assistance from the County
- Resources unavailable
- Poor communication and reception of plan
- Dysfunctional plan

Appendix E

Downtown Inventory - Evaluation & Check-list
Name & Address of Business and/or Building _____
 _____ *Occupied Yes/No*

<i>Ratings</i>	<i>Excellent</i>	<i>Adequate</i>	<i>Needs Improvement</i>	<i>Other Comments</i>
<i>Façade Type (Nautical, Victorian or Other)</i>				<i>Heritage Building Yes/No</i>
<i>State of Repair e.g. paint faded or peeling, poorly maintained</i>				
<i>Cleanliness i.e. windows cleaned, sidewalk swept</i>				
<i>Landscaping e.g. Plant arrangements and/or displays etc</i>				
<i>Window Displays i.e. appealing etc.</i>				
<i>Outside Signage</i>				

<i>Benches</i>				
<i>Garbage Receptacles</i>				
Overall Impressio n				

Other Comments

Appendix F

Reference Documents

- Norfolk County Community Improvement Plan
- Port Dover Waterfront Master Plan - January 2001
- 2009 Norfolk County Capital Budget
- Norfolk County - South Coast Tourism Report
- Norfolk County Official Plan and Addendum

Appendix G

PARKS AND OPEN SPACES

<i>PARK/OPEN SPACE</i>	<i>FEATURES/STRENGTHS</i>	<i>WEAKNESSES</i>	<i>OPPORTUNITIES</i>	<i>GOALS</i>
POWELL PARK DOWNTOWN MAIN STREET	Large area, picnic benches, benches, band shell, cenataugh, war monument, trees gardens, used for festivals, picnics, celebrations, concerts, car shows etc.	Band shell in disrepair, landscape minimal, poor signage, no washrooms, minimal structured play area, gardens over grown	Repair band shell, add and improve picnic area, add and repair benches, add washroom facilities, add historical signage, improve entrance sign and gateway plant trees and add garden to streetscape on Main street	<input checked="" type="checkbox"/> Band shell repair <input checked="" type="checkbox"/> Improve landscape <input checked="" type="checkbox"/> Historical plaques <input checked="" type="checkbox"/> Add cherry trees <input checked="" type="checkbox"/> Improve Xmas decor, <input checked="" type="checkbox"/> Work with BOT and LFT to group funding for washrooms, <input checked="" type="checkbox"/> collaborate with Hort Society for landscaping
KINSMAN HWY #6 EAST	Fenced softball park, stands, night lights, children's structured play area, covered pavilion, snack bar, storage facilities, washrooms, clubhouse, meeting room, sports use, picnics, camping for special events i.e. Fri 13 th , rentals	Washrooms minimal, uncovered dugouts,	More parking, camp site facilities,	<input checked="" type="checkbox"/> Managed by Kinsman and Norfolk
SILVER LAKE SILVER LAKE DRIVE	Large building for market and meetings, lake for kayak, canoes, walking trails, soccer fields, memorial, camping for special events, concerts, celebrations, picnic area, new covered pavilion	Few washrooms Need more picnic tables, no structured play area, minimal signage,	Create picnic area, add signage to complement walking trails, recreational water activities	<input checked="" type="checkbox"/> Add Norfolk signage <input checked="" type="checkbox"/> Add washrooms <input checked="" type="checkbox"/> Improve Nature signs <input checked="" type="checkbox"/> Improve parking <input checked="" type="checkbox"/> Add structured play area <input checked="" type="checkbox"/> Create serene

				gardens for sitting
LION'S BALL PARK ST. GEORGE ST WEST	Fenced in ball park, stands, equipment shed, parking, night lights	No snack bar, no washrooms, poor signage		<input checked="" type="checkbox"/> Improve signage to park <input checked="" type="checkbox"/> Add washrooms
DOVER ARENA GROUNDS ST. GEORGE STREET WEST	Arena, meeting room, community centre, parking, open space behind	Minimal parking, signage small, Unused green space, landscape	Use green space, plans for skate park, tennis court, lawn bowling	<input checked="" type="checkbox"/> Improve Norfolk signage, <input checked="" type="checkbox"/> add trees and shade areas, <input checked="" type="checkbox"/> add children's play area
HENRY MISENER PARK, MAIN STREET ACCESS FROM ST. GEORGE	Fenced baseball Park, stands, night lights	Parking, shaded areas, play area, washrooms, snack bar	Create a more family oriented area	<input checked="" type="checkbox"/> Washrooms, <input checked="" type="checkbox"/> landscaping (trees along Main Street)
PARKS WITHIN NEIGHBORHOODS Willowdale Cres. Oakwood Park Lakeview Park Ryerse Park Somerset Park Woodhouse Park	All of these green areas are within neighbourhoods and used by the local residents.	Some play areas. Limited parking, Minimal landscaping, minimal maintenance. Poor signage	Adopt a garden, play trees	<input checked="" type="checkbox"/> Signage, <input checked="" type="checkbox"/> Improved landscape <input checked="" type="checkbox"/> Benches <input checked="" type="checkbox"/> Create pet friendly areas <input checked="" type="checkbox"/> Create serene gardens
GREEN BELTS MISENER DAM LIFT BRIDGE ENTRANCEWAY S	Green areas on view to public and visitors	Poor landscaping, overgrown, poor signage	Welcome signs, gardens and trees, Sculptures both heritage and cultural	<input checked="" type="checkbox"/> Landscape <input checked="" type="checkbox"/> Signs <input checked="" type="checkbox"/> Sculpture garden near lift bridge including the banks and the Pring property exhibiting the fishing culture of Port Dover, <input checked="" type="checkbox"/> fountains, <input checked="" type="checkbox"/> Purchase Pring property

