

Appendix A

Plan Quality Evaluation Protocol		
Plan Quality Characteristic	Indicator	Description
Fact Base	Current Population	Description of the size of the current population – e.g., number of people and where currently located.
	Future Population	Description of the size of the future population – e.g., number of people and where they will be located.
	Current Population Composition	Description of the composition of the current population – e.g., age breakdown and gender.
	Future Population Composition	Description of the composition of the future population – e.g., age breakdown and gender.
	Current Economy	Description of the current economy of the municipality – e.g., main economic activities.
	Future Economy	Description of the future economy of the municipality – e.g., continued support for existing economic activities.
	Existing Land Uses (or Land Use Map)	Description of the existing land uses with accompanying land use map – e.g., residential, commercial, institutional, and parks and open space.
	Current Land Supply for the Future	Description of the current land supply for the future – e.g., the amount of developable land available.
	Existing Community Facilities	Description of the existing community facilities – e.g., community centers, parks, trails and open spaces.
	Future Need for Community Facilities	Description of the future need for community facilities – e.g., community centers, parks and open spaces.
	Existing Road Infrastructure	Description of the state of existing roads and other transportation infrastructure – e.g., roads, bike lanes and trails.
	Future Need for Road Infrastructure	Description of the future need for roads and other transportation infrastructure – e.g., roads, bike lanes and trails.
	Existing Sewer and Water Infrastructure	Description of the existing sewer and water infrastructure in the municipality.
	Future Need for Sewer and Water Infrastructure	Description of the future need for sewer and water infrastructure in the municipality.
	Air Quality	Description regarding air quality (see PPS, 2005).
	Natural Heritage	Description regarding natural heritage (see PPS, 2005).
	Water Bodies	Description regarding water bodies (see PPS, 2005).
	Constraints to Development	Description about constraints to development in the municipality.
	Tables and Data Sources	At least one table and/or one figure to describe the fact base. Tables and/or figures should have appropriate titles and data sources.
Goals/Objectives (Used Interchangeably)	Land Use and Growth Management	At least one land use goal (or objective) included – e.g., focus on settlement (urban) areas, rural areas and rural land; can also include discussion about growth management (see PPS, 2005).
	Housing	At least one housing goal (or objective) included – e.g., focus on range and mix of housing types and densities (see PPS, 2005).
	Transportation	At least one transportation goal (or objective) included – e.g., movement of people and good, active transportation and transportation infrastructure (see PPS, 2005).
	Waste Management	At least one waste management goal (or objective) included – e.g., recycling, solid waste disposal and transfer stations (see PPS, 2005).
	Sewer and Wastewater	At least one sewer and wastewater goal (or objective) included – e.g., municipal sewage services and municipal water services (see PPS, 2005).
	Energy Supply	At least one energy supply goal (or objective) included – e.g., energy facilities and distribution (see PPS, 2005).
	Natural Heritage, Parks and Open Space	At least one natural heritage and/or parks and open space goal (or objective) included – e.g., protection of natural areas and features (see PPS, 2005).
	Water (Drinking, Groundwater, Source Water)	At least one water goal (or objective) included – e.g., protect and restore water quality and quantity (see PPS, 2005).
	Agriculture and Food	At least one agriculture and food goal (or objective) included – e.g., protect agricultural and specialty areas (see PPS, 2005).
	Cultural Heritage	At least one cultural heritage goal (or objective) included – e.g., built heritage and cultural heritage landscapes (see PPS, 2005).
	Mineral Aggregates	At least one mineral aggregate and resource extraction goal (or objective) included (if applicable) (see PPS, 2005).

	Natural and Human-Made Hazards	At least one natural and/or human-made hazard goal (or objective) included – e.g., hazardous lands and flood lines and former mineral aggregate operations (see PPS, 2005).
	Economic Development (includes Employment Lands)	At least one economic development goal (or objective) included – e.g., promote opportunities for economic development, tourism, support for local economy; can include goal/objective related to employment lands (area) (e.g., focus on range and mix of employment and employment areas) (see PPS, 2005).
Policies	Land Use and Growth Management	At least one land use policy included – e.g., focus on settlement (urban) areas, rural areas and rural land; can also include discussion about growth management (see PPS, 2005).
	Housing	At least one housing policy included – e.g., focus on range and mix of housing types and densities (see PPS, 2005).
	Transportation	At least one transportation policy included – e.g., movement of people and good, active transportation and transportation infrastructure (see PPS, 2005).
	Waste Management	At least one waste management policy included – e.g., recycling, solid waste disposal and transfer stations (see PPS, 2005).
	Sewer and Wastewater	At least one sewer and wastewater policy included – e.g., municipal sewage services and municipal water services (see PPS, 2005).
	Energy Supply	At least one energy supply policy included – e.g., energy facilities and distribution (see PPS, 2005).
	Natural Heritage, Parks and Open Space	At least one natural heritage and/or parks and open space policy included – e.g., protection of natural areas and features (see PPS, 2005).
	Water (Drinking, Groundwater, Source Water)	At least one water policy included – e.g., protect and restore water quality and quantity (see PPS, 2005).
	Agriculture and Food	At least one agriculture and food policy included – e.g., protect agricultural and specialty areas (see PPS, 2005).
	Cultural Heritage	At least one cultural heritage policy included – e.g., e.g., built heritage and cultural heritage landscapes (see PPS, 2005).
	Mineral Aggregates	At least one mineral aggregate and resource extraction policy included (if applicable) (see PPS, 2005).
	Natural and Human-Made Hazards	At least one natural and/or human-made hazard policy included – e.g., hazardous lands and flood lines and former mineral aggregate operations (see PPS, 2005).
	Economic Development (includes Employment Lands)	At least one economic development policy included – e.g., promote opportunities for economic development, tourism, support for local economy; can include policy related to employment lands (area) (e.g., focus on range and mix of employment and employment areas) (see PPS, 2005).
Implementation	Implementation Section	The plan includes a separate section that addresses what needs to be done to implement the plan.
	Plan Priority	The plan prioritizes actions for implementation.
	Organization Responsibility	The plan identifies specific organizations with responsibility for implementation.
	Timelines	The plan identifies timelines for implementation.
Monitoring and Evaluation	Funding Sources	The plan identifies sources of funding to implement the plan.
	Monitoring and Evaluation Section	The plan includes a separate section that addresses what needs to be done to monitor and evaluate the plan.
	Organization Responsibility	The plan identifies departments responsible for monitoring and evaluating the plan.
	Timeline for Plan Update	The plan identifies a timetable for updating the plan based, in part, on results of monitoring changing conditions.
	Indicators	The plan identifies indicators for policies (or goals/objectives).
	Quantifiable Goals and Policies	The plan includes goals and policies that are quantifiable and based on measurable objectives and/or targets.
Interorganizational Coordination	Horizontal Coordination	The plan includes at least one horizontal connection with other local plans/programs. This includes discussion of local governments and other public/private bodies (e.g., conservation authorities), where applicable. The plan makes reference to other agencies that might be involved plan implementation.
	Vertical Coordination	The plan includes at least one vertical connection to provincial plans and regional plans, where applicable. The plan makes reference to other agencies that might be involved plan implementation.
Public Participation	Stakeholders	The plan identifies the organizations and stakeholders involved in the plan making process – e.g., staff from different agencies or departments, citizen groups, politicians.
	Purpose of Participation	The plan includes an explanation of why organizations and stakeholders

	Public Participation Techniques Effects on Citizens	were involved in the process. The plan describes the techniques used to engage stakeholders – e.g., discussion groups, public meetings. The plan includes a description of its evolution (can include effects on citizens and other stakeholder groups).
Organization and Presentation	Executive Summary	The plan contains an executive summary or similar section that provides an overview/summary of the plan.
	Cross-Referencing	The plan allows for cross-referencing that alerts readers to other sections of the plan that are relevant to the section being read.
	Table of Contents	The plan includes a table of contents detailing plan chapters and subheadings.
	Glossary of Terms	The plan includes a glossary or definition of terms.
	Illustrations	The plan uses clear illustrations to communicate contents – e.g., diagrams and graphs.
	Maps	The plan communicates spatial information using maps and has accompanying textual description.