



# Staff Report

## Administration – Town Clerk

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**Report To:** COW-Operations\_Planning\_and\_Development\_Services  
**Meeting Date:** October 8, 2024  
**Report Number:** FAF.24.119  
**Title:** Grey County Staff Report “Investigating a Model for Planning Efficiencies and Shared Service Delivery”  
**Prepared by:** Corrina Giles, Town Clerk

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### A. Recommendations

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THAT Council receive Staff Report FAF.24.119, entitled “Grey County Staff Report entitled “Investigating a Model for Planning Efficiencies and Shared Service Delivery, PDR-CW-52-24”, for information.

### B. Overview

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This report is being provided in response to the September 30, 2024 Council resolution directing staff to include the Grey County Staff Report entitled “Investigating a Model for Planning Efficiencies and Shared Service Delivery, PDR-CW-52-24” on the October 8, 2024 Committee of the Whole Agenda.

### C. Background

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At the September 30, 2024 Council Meeting, Council received correspondence from Grey County regarding staff report PRD.CW.52.54 and passed the following resolutions:

- a) THAT Council of the Town of The Blue Mountains receives for information the correspondence of Sarah Goldrup, Deputy Clerk, Grey County Re: Grey County Report PDR-CW-52-24 Investigating a Model for Planning Efficiencies and Shared Service Delivery;

AND THAT Council direct staff to bring forward Grey County Staff Report PDR-CW-52-24 on the revised Committee of the Whole Agenda on October 8<sup>th</sup> 2024, outlining whether more time can be provided by Grey County, concerns raised to date, and discussion in advance of the feedback by Grey Council imposed deadline of October 18, 2024, Carried.

- b) THAT, in response to the September 16, 2024 correspondence of Sarah Goldrup, Deputy Clerk, Grey County Re: Grey County Report PDR-CW-52-24 Investigating a Model for Planning Efficiencies and Shared Service Delivery, Council of the Town of The Blue Mountains expresses its concern and reservation on the proposed planning plan, put forward by Grey County Council, Carried.

## **D. Analysis**

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The Grey County Planning Staff Report PDR.CW.52.54 “Investigating a Model for Planning Efficiencies and Shared Service Delivery” was considered by Grey County Committee of the Whole at its September 12, 2024 meeting, following which, all lower tier municipalities received the September 16, 2024 correspondence from Grey County with the following Grey County resolution:

THAT Report PDR-CW-52-24 regarding a shared services model for planning services be received; and

THAT correspondence be sent to each member municipality in Grey County, requesting feedback on the potential centralized planning service model by October 18, 2024, Carried.

Staff are bringing this report forward to provide Grey County Report “PDR.CW.52.54 Investigating a Model for Planning Efficiencies and Shared Service Delivery”.

Town staff have provided a copy of the Town of The Blue Mountains September 30, 2024 Council resolutions in response to the Grey County correspondence, to the Grey County Clerk’s Office for their information. In response, County staff have acknowledged receipt and have confirmed that there will continue to be opportunities to provide feedback to the County beyond the October 18, 2024 deadline with respect to the shared service delivery discussions.

## **E. Strategic Priorities**

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### **1. Communication and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

### **2. Organizational Excellence**

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

## **F. Environmental Impacts**

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None

## **G. Financial Impacts**

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No financial impact is being anticipated as a result of this information report.

## **H. In Consultation With**

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None

## **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Corrina Giles, Town Clerk [townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca).

## **J. Attached**

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1. Grey County Correspondence dated September 16, 2024 regarding PDR.CW.52.54 Investigating a Model for Planning Efficiencies and Shared Service Delivery
2. PDR.CW.52.54 Investigating a Model for Planning Efficiencies and Shared Service Delivery

Respectfully submitted,

Corrina Giles  
Town Clerk

For more information, please contact:  
Corrina Giles, Town Clerk  
[townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca)  
519-599-3131 extension 232

**Report Approval Details**

Document Title:	FAF.24.119 Grey County Report, Investigating Model for Planning Efficiencies and Shared Service Delivery, PDR-CW-52-24.docx
Attachments:	- Att 1 Grey County letter dated September 16, 2024 Re Investigating Shared Services Model for Planning.pdf - Att 2 County-of-Grey-Re-Staff-Report-PDR.CW-52-54-Planning-Efficiencies-Centralized-Service-Model-Next-Steps.pdf
Final Approval Date:	Oct 3, 2024

This report and all of its attachments were approved and signed as outlined below:

**Shawn Everitt - Oct 3, 2024 - 8:12 AM**



# Clerk's Department

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September 16, 2024

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## **SENT VIA EMAIL**

Dear Grey County Area Clerks,

Please be advised that at the meeting held on September 12, 2024, the Committee of the Whole of the County of Grey adopted the following resolution for your municipality's information and consideration:

CW98-24

Moved by: Councillor Mackey

Seconded by: Councillor Carleton

**That report PDR-CW-52-24 regarding a shared services model for planning services be received; and**

**That correspondence be sent to each member municipality in Grey County, requesting feedback on the potential centralized planning service model by October 18, 2024.**

Carried

Yours sincerely,



Sarah Goldrup  
Deputy Clerk/Legislative Coordinator  
Phone: +1 519-370-0978  
Sarah.Goldrup@grey.ca  
www.grey.ca

<b>To:</b>	Warden Milne and Members of Grey County Council
<b>Committee Date:</b>	September 12, 2024
<b>Subject / Report No:</b>	PDR-CW-52-24
<b>Title:</b>	Investigating a Model for Planning Efficiencies and Shared Service Delivery
<b>Prepared by:</b>	Randy Scherzer and Scott Taylor
<b>Reviewed by:</b>	Kim Wingrove
<b>Lower Tier(s) Affected:</b>	All member municipalities

## Recommendation

1. That report PDR-CW-52-24 regarding a shared services model for planning services be received; and
2. That correspondence be sent to each member municipality in Grey County, requesting feedback on the potential centralized planning service model by October 18, 2024.

## Executive Summary

This report recommends that correspondence be sent to each member municipality in Grey County seeking their feedback by October 18, 2024 on a proposed planning services model centralized at Grey County and identifies next steps in investigating this potential model.

## Background and Discussion

On Thursday, August 8<sup>th</sup>, the nine Grey County member municipalities met in a joint meeting to discuss a proposal for shared planning services centralized at Grey County. Direction was provided to staff in the closed portion of the meeting to further investigate the centralized planning service model option. A media release was issued on August 21<sup>st</sup>, 2024 which provided information that the potential servicing model was being investigated.

The County is seeking comments and questions on the centralized planning service delivery model. A municipal decision is not required at this stage, but rather the County is seeking input on the following from member municipalities:

- Questions about service delivery and customer service,
- In person office hours and location of staff,

- Impact on other municipal departments and staff (i.e., building, by-law, engineering, etc.),
- Commentary on other roles served by municipal planners, beyond development application processing and policy review (e.g., heritage permits, community improvement plan applications intake, etc.),
- Questions on the development application process, and reporting to municipal councils and committees,
- Financial, IT (software), legal, or human resources matters,
- Municipal record-keeping,
- Municipal agreements (e.g., site plan, subdivision agreements),
- Timelines or transitional considerations,
- Communications and reporting between County and municipal staff,
- Future memorandum of understanding considerations, or
- Any other feedback or questions that municipal councils might have.

The above-noted feedback, along with comments received from municipal staff, will help inform the follow-up staff report from County staff. In the next report staff will respond to the comments and questions received, as well as providing more detail on the financial, human resources, IT, and transitional considerations regarding how a centralized planning service delivery model could be implemented. In preparation for the next report, county staff are collecting and assessing information regarding planning department application fees, staff salary and benefits, municipal planning application processes, examples of other county-municipal service delivery memorandums of understanding, and planning department software. This follow-up staff report will be shared with both County and municipal Councils, and it is at that stage that the County will be seeking formal direction on the model.

This proposal is being brought forward in an effort to explore potential opportunities to enhance and improve the efficiency of planning services being provided by the County and member municipalities. It should be noted that local municipal decision-making authority regarding planning decisions would be unchanged under this proposed model. Operational efficiencies would be expected at the administrative level.

## Legal Considerations

None at this time.

## Financial and Resource Implications

Any financial and resource implications will be explored as part of the future staff report.

## Relevant Consultation

- Internal: Clerks
  - AODA Compliance (describe)
  - Contribution to Climate Change Action Plan Targets (describe)



External (list)

## Appendices and Attachments

None