



# Staff Report

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## Planning & Building Services – Planning Division

**Report To:** COW - Operations, Planning and Building Services  
**Meeting Date:** October 7, 2025  
**Report Number:** PBS.25.084  
**Title:** Delegation of Subdivision and Condominium Authority  
**Prepared by:** Shawn Postma, Manager of Community Planning

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### A. Recommendations

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THAT Council receive Staff Report PBS.25.084, entitled “Delegation of Subdivision and Condominium Authority”;

AND THAT Council direct Town Staff to host a joint Public Meeting with the County of Grey to outline the delegated planning approvals from the County to the Town to be considered, to outline the available transition options to implement delegated approvals, and to obtain feedback from County Council, Town Council and the Public on the proposed framework.

### B. Overview

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The purpose of this report is to update Council on further discussions regarding the delegation of planning approvals from the County of Grey to the Town of The Blue Mountains.

### C. Background

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Council received Staff Report ADM.20.020 in July 2025 outlining recent updates from the County of Grey regarding their proposed Central Planning Services Model. This model is proposed by the County of Grey to deliver full planning services across the County to municipalities that wish to participate. Through Council resolution, The Blue Mountains had opted out of the model and building on previous discussions with the County, Town Council had requested that Staff explore the possibility of delegating additional planning approvals (Subdivision, Condominium, and Part Lot Control) to the Town. The full resolution of Council can be found below.

Motion - Majority (Voted), Recorded		
1	Moved:	Councillor Hope
	Seconded:	Councillor Maxwell
	Result:	The motion is Carried
THAT Council receive Staff Report ADM.25.020, entitled "Planning Services Delegated Approval Authorities"; AND THAT Council support a request to the County of Grey to investigate additional planning approval responsibilities to be delegated to the Town; AND THAT Council direct staff to work with the County of Grey in the development of a Memorandum of Understanding outlining the approvals to be delegated and responsibilities in the development review process.		
Yes - 7 No - 0		

At the same time, County Council has also considered the delegation of certain planning approvals from the County to the Town and has provided similar support to continue to investigate how those delegations may be set up.

Town and County Staff met to discuss what planning approvals may be delegated from the County to the Town. It is also noted that some Planning Approvals are already delegated by County Council to County Staff.

The list of County Planning Approvals that can be considered for delegation to the Town include:

- 1) Plan of Subdivision – Includes the ability for Council to grant Draft Plan Approval, to confirm that Draft Plan Conditions have been met to the satisfaction of the Town, and to Register a new Plan of Subdivision with the Land Registry Office in order to allow construction to begin.
- 2) Plan of Condominium – Similar powers as described for Plan of Subdivision.
- 3) Draft Plan Redline Revisions – Developer requests to revise an existing Draft Plan Approval. These can be considered either minor or major.
- 4) Draft Plan Extensions – the ability to review existing subdivision and condominium files that obtained draft plan approval and require an extension to their approvals.
- 5) Draft Plan Clearances – confirmation that all conditions have been met including clearances from other external agencies.
- 6) Part Lot Control – the ability to lift part lot control on lands within the Town in order to allow further subdivision (or similar) for a specified period of time
- 7) Condominium Exemption Approval – where a development (new or existing) is wishing to convert from a single owner to multiple owners under a condominium corporation.

The County of Grey is also the final approval authority on local Official Plan Amendments. Whether developer or town initiated, Town Council can adopt a local Official Plan Amendment, however the authority to approve the amendment will continue to rest with the County of Grey.

Town and County Staff have met to review the current status of the County Files, and examine potential implementation options. It is noted that the County of Grey received Subdivision and Condominium approval authority from the Province around 1998. At that time, all Provincial paper files were delivered to the County to take over. These files continue to be retained by the County as permanent records, with some files that have not yet received a decision or otherwise formally closed. Since 1998, the County has developed new approvals processes and records storage. Town Staff visited the County office to review the quantity and file contents to understand the overall number of records. It is estimated that the following Subdivision and Condominium Files by file status are held by the County of Grey:

<b>Subdivision/Condominium File Status</b>	<b># of Files (approx.)</b>
Final Approved	100
Active (Planning Review)	25
Active (Draft Approved)	25
Flagged	35
Lapsed	18
Withdrawn	5
Closed	7

In addition to the Subdivision and Condominium files, there are approximately 1 to 3 Part Lot Control By-laws enacted by County Council for the Town each year. Condominium Exemptions average about 1.5 files each year.

A transition plan has been discussed to determine how the delegation of planning approvals might be implemented. The transition of files is complex based on the historical file tracking (paper vs. digital), duplication of County and Town records, physical storage space, and the overall length of time a subdivision/condominium file may remain active. The primary options that are currently discussed include:

- A) that the County retain all existing and historical files to close out, while the Town would receive all future files as of a specified go-forward date;
- B) the partial transition of some active and all future files;
- C) the full transition of all future, existing, and historical files; or
- D) other.

Town and County Planning Staff have provided a framework for Town and County Council to be able to consider how the delegation of Planning approvals may be considered:

- 1- Finalize a proposed list of planning approvals that can be considered for delegation from the County to the Town.

- 2- Finalize a proposed list of planning approvals that can be considered for delegation from the County to the Town and then to Town Staff.
- 3- Determine the range of options ( A) thru D) above) on how the delegated authority may be transitioned.
- 4- Hold a joint Town/County Public Meeting to obtain the views of Council and the Public
- 5- Prepare a recommendation report to Town Council and County Council with a framework for a Memorandum of Understanding between the County and the Town
- 6- Finalize and execute a Memorandum of Understanding
- 7- Enact by-laws and/or obtain Council resolutions as required to formally delegate certain planning approval authority

At this time, Town and County Staff both support the continued consideration of the delegation of planning approvals. Based on the timeline above, Town Staff are requesting support by Town Council to finalize the framework and to hold a joint Town/County Public Meeting. At the same time, the County Staff are preparing a report to County Council seeking similar support.

## **D. 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.

### **3. Community**

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

### **4. Quality of Life**

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

## **E. Environmental Impacts**

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No adverse impacts are anticipated.

## **F. Financial Impacts**

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Financial impacts will be reviewed in a future report and will be based on the options and transition plans that are proposed. It is noted that there will be new financial impacts on the Town related to increased planning staff workload by taking over certain County planning

duties, however overall time and cost efficiencies by amalgamating many duplicated steps in the process will be gained through the development process. The transition of records and digitization of historical files will need to be considered, as well as dealing with additional inquiries and records requests on historical files.

## **G. In Consultation With**

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Grey County Planning Staff  
Jennifer Cain-Percy, Records Management Coordinator  
Tim Murawsky, CBO and Acting Director of Planning and Building Services  
Adam Smith, CAO

## **H. 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 Shawn Postma, [planning@thebluemountains.ca](mailto:planning@thebluemountains.ca)

## **I. Attached**

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1. Nil

Respectfully submitted,

Shawn Postma  
Manager of Community Planning

For more information, please contact:  
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**Report Approval Details**

Document Title:	PBS.25.084 Delegation of Subdivision and Condominium Authority.docx
Attachments:	
Final Approval Date:	Sep 26, 2025

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

**Tim Murawsky - Sep 26, 2025 - 12:16 PM**