

**ADDENDUM TO
DEVELOPMENT AND PROPERTY COMMITTEE REPORT
APRIL 27, 2022**

RESOLUTIONS

18. New Planner Position [Strategic Goal No. 3]

RESOLUTION NO. DP-CC-22-04-47

Moved by Chair

Seconded by Committee

THAT County Council approve the addition of one County Planner position in the Planning Division to be hired in Group 7 of the Salary Range (\$70,758 to \$80,748).

Background

The Planning Division Services is experiencing a significant increase in planning activity, much of it stemming from much more complicated files, updating of zoning by-laws, and an increase in the use of general inquiries. With the impending changes to planning policies by the Province with the passing of Bill 109, there will be increased pressure on our staffing resources to review applications for rural severances, subdivisions, and to complete general inquiries within a much more limited period. We have also been asked to increase our Planning assistance, including Land Division/Committee of Adjustment services, for select municipalities. In an effort for modernization, the Planning Division is working towards the digitalization of the planning process and the successful applicant will need to be familiar with ArcGIS software, data editing and GIS concepts.

This proposal aims to bring one more planning professional onboard who will work with municipalities, in concert with the Manager of Planning and the County Planners, to provide professional planning advice and assistance to municipalities and the general public on matters relating to the development and use of land and resources.

Attached as Appendix VIII is the business case which provides the background and financial implications to the County of Renfrew with the creation of an additional County Planner position.

All of which is respectfully submitted.

Robert Sweet, Chair

And Committee Members: P. Emon, S. Keller, D. Lynch, C. Regier, J. Reinwald,
D. Robinson, J. Tiedje



BUSINESS CASE - STAFFING REPORT

Date: April 27, 2022

Department: Development and Property

Report Prepared by: Craig Kelley

PROPOSAL	To hire an additional County Planner – increase in planning staff capacity
POSITIONS Union <input type="checkbox"/> Non-Union <input checked="" type="checkbox"/>	County Planner
SUMMARY <ul style="list-style-type: none"> • Background • Discussion 	<p>The Planning Division Services is experiencing a significant increase in planning activity, much of it stemming from much more complicated files, updating of zoning by-laws, and an increase in the use of general inquiries. With the impending changes to planning policies by the Province with the passing of Bill 109, there will be increased pressure on our staffing resources to review applications for rural severances, subdivisions, and to complete general inquiries within a much more limited period. We have also been asked to increase our Planning assistance, including Land Division/Committee of Adjustment services, for select municipalities. In an effort for modernization, the planning division is working towards the digitalization of the planning process and the successful applicant will need to be familiar with ArcGIS software, data editing and GIS concepts.</p> <p>This proposal aims to bring one more planning professional onboard who will work with municipalities, in concert with the Manager of Planning and the County Planners, to:</p> <ul style="list-style-type: none"> • Provides professional planning advice and assistance to municipalities on matters relating to the development and use of land and resources. • Assists members of the general public and other professionals with professional planning advice on inquiries related to land use planning matters and development proposals. • Prepares official plans, zoning by-laws, and amendments thereto, and other land use studies, as required. • Educates, informs and updates politicians, municipal staff, members of the public and other interested parties on planning legislation and provincial policy.

RECOMMENDATION	THAT the Development and Property Committee recommend that County Council approve the addition of one County Planner position in the Planning Division.								
FINANCIAL CONSIDERATIONS	<p>Fees from planning applications will offset some of the additional costs. However, the majority of these costs must be derived from the County tax levy and be absorbed into the 2022 and future budgets.</p> <table data-bbox="573 305 2041 459"> <tr> <td>Sal/Ben for June 1st start</td> <td>\$61,250 (Group 7/5 \$80,748 + 30% benefits)</td> </tr> <tr> <td>Recruiting</td> <td>\$1,000</td> </tr> <tr> <td>Laptop, Monitor, Licence, etc.</td> <td><u>\$4,000</u></td> </tr> <tr> <td>2022 Budget Pressure</td> <td>\$66,250</td> </tr> </table>	Sal/Ben for June 1st start	\$61,250 (Group 7/5 \$80,748 + 30% benefits)	Recruiting	\$1,000	Laptop, Monitor, Licence, etc.	<u>\$4,000</u>	2022 Budget Pressure	\$66,250
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