



## DEVELOPMENT AND PROPERTY COMMITTEE

Wednesday, April 27, 2022 – 9:15 a.m.

County of Renfrew Administration Building

### AGENDA

1. Call to order.
2. Land Acknowledgement.
3. Roll call.
4. Disclosure of pecuniary interest and general nature thereof.
5. Development and Property Page
  - a) Department Report 3
6. Date of next meeting (Tuesday, May 10, 2022) and adjournment.

**NOTE:** a) **County Council: Wednesday, April 27, 2022.**  
b) Submissions received from the public, either orally or in writing may become part of the public record.

## **Strategic Plan**

**Strategic Plan Goal # 1: To inform the Federal and Provincial government on our unique needs so that Renfrew County residents get their “fair share”.**

Initiatives:

- a) Create a strategic communications plan
- b) Identify and advocate for issues important to the County of Renfrew.

**Strategic Plan Goal # 2: Fiscal sustainability for the Corporation of the County of Renfrew and its ratepayers.**

Initiatives:

- a) Commitment from Council supporting principles within the Long-Term Financial Plan
- b) Establish Contingency Plan to respond to provincial and federal financial pressures and opportunities beyond the Long-Term Financial Plan.

**Strategic Plan Goal # 3: Find cost savings that demonstrate our leadership while still meeting community needs.**

Initiatives:

- a) Complete community needs assessment
- b) With identified partners implement plan to optimize service delivery to the benefit of our residents.

**Strategic Plan Goal # 4: Position the County of Renfrew so that residents benefit from advances in technology, to ensure that residents and staff have fair, affordable and reasonable access to technology.**

Initiatives:

- a) Ensure that the County of Renfrew is top of the list for Eastern Ontario Regional Network funding for mobile broadband
- b) Lobby for secure and consistent radio systems for first responders and government
- c) Put a County of Renfrew technology strategy in place.

## COUNTY OF RENFREW

### DEVELOPMENT AND PROPERTY DEPARTMENT REPORT

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**TO:** Development and Property Committee  
**FROM:** Craig Kelley, Director of Development and Property  
**DATE:** April 27, 2022  
**SUBJECT:** Department Report

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#### RESOLUTIONS

1. **New Planner Position [Strategic Goal No. 3]**

**Recommendation:** THAT the Development and Property Committee recommend 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 I 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.



## BUSINESS CASE - STAFFING REPORT

Date: **April 27, 2022**

Department: **Development and Property**

Report Prepared by: **Craig Kelley**

<b>PROPOSAL</b>	To hire an additional County Planner – increase in planning staff capacity
<b>POSITIONS</b> Union <input type="checkbox"/> Non-Union <input type="checkbox"/>	County Planner
<b>SUMMARY</b> <ul style="list-style-type: none"> <li>• <b>Background</b></li> <li>• <b>Discussion</b></li> </ul>	<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"> <li>• Provides professional planning advice and assistance to municipalities on matters relating to the development and use of land and resources.</li> <li>• Assists members of the general public and other professionals with professional planning advice on inquiries related to land use planning matters and development proposals.</li> <li>• Prepares official plans, zoning by-laws, and amendments thereto, and other land use studies, as required.</li> <li>• Educates, informs and updates politicians, municipal staff, members of the public and other interested parties on planning legislation and provincial policy.</li> </ul>

<b>RECOMMENDATION</b>	THAT the Development and Property Committee recommend that County Council approve the addition of one County Planner position in the Planning Division.	
<b>FINANCIAL CONSIDERATIONS</b>	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.	
	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