



## **DEVELOPMENT AND PROPERTY COMMITTEE**

**Wednesday, April 27, 2022**

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A special meeting of the Development and Property Committee was held on Wednesday, April 27, 2022 at 9:15 a.m., at the County of Renfrew Administration Building, Pembroke, Ontario.

Present were:      Chair Robert Sweet  
                            Warden Debbie Robinson  
                            Vice-Chair Cathy Regier  
                            Councillor Peter Emon  
                            Councillor Sheldon Keller  
                            Councillor Daniel Lynch  
                            Councillor John Reinwald

Regrets:              Councillor Janice Tiedje

And Others:        Councillor David Bennett  
                            Councillor Tom Peckett

Staff Present:      Paul Moreau, Chief Administrative Officer/Clerk  
                            Craig Kelley, Director of Development and Property  
                            Michael Blackmore, Director of Long-Term Care  
                            Jeffrey Foss, Director of Corporate Services  
                            Lee Perkins, Director of Public Works and Engineering  
                            Bruce Howarth, Acting Manager of Planning  
                            Rosalyn Gruntz, Deputy Clerk  
                            Tina Peplinskie, Media Relations and Social Media Coordinator  
                            Evelyn VanStarkenbug, Administrative Assistant

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Chair Sweet called the meeting to order at 9:15 a.m. The land acknowledgement, identifying that the meeting was being held on the traditional territory of the Algonquin People was recited. The roll was called, and no pecuniary interests were disclosed.

Mr. Kelley overviewed the Development and Property Department Report which is attached as Appendix A.

Mr. Kelley advised that in April, Committee had directed staff to complete a departmental capacity review of the Planning Division staff. He noted that since this direction, on April 14, 2022, Bill 109 “An Act to amend the various statutes with respect to housing, development and various other matters” received Royal Assent and will have major consequences to the County of Renfrew and the local municipalities. Mr. Kelley advised that the current structure for the Planning Division consists of a Manager of Planning, Senior Planner, two County Planners and two Junior Planners. Staff are proposing the addition of a third County Planner who would be able to assist municipalities and expedite planning applications.

Mr. Howarth provided an update on the planning services provided. He noted that in 2021, 205 new consent applications were received, which was the highest number received in planning history. As well, 83 consent applications have been received for 2022. With regards to General Inquiries, 94 have been received so far in 2022.

**RESOLUTION NO. DP-C-22-04-47**

Moved by Councillor Emon

Seconded by Councillor Regier

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). CARRIED.

**RESOLUTION NO. DP-C-22-04-48**

Moved by Councillor Reinwald

Seconded by Councillor Lynch

THAT the Development and Property Department Report attached as Appendix A be approved. CARRIED.

**RESOLUTION NO. DP-C-22-04-49**

Moved by Councillor Emon

Seconded by Councillor Regier

THAT this meeting adjourn and the next regular meeting be held on May 10, 2022. Time: 9:26 a.m. CARRIED.

**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

Appendix I

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 checked="" 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>	<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> <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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