COUNTY OF PERTH

PLANNING AND DEVELOPMENT DEPARTMENT

2017-2019 Business Plan

September, 2016

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Business Plan 2017-2019

Planning and Development Department

September, 2016

Preamble

The Planning and Development Department provides day to day planning services, including Geographic Information System (GIS) services, for both the County and each of the County's member municipalities including: Township of Perth East; Township of Perth South; Municipality of North Perth; and the Municipality of West Perth; as well as on contract for planning services for the Town of St. Marys.

In addition, the Department administers the County's Land Division Committee which makes decisions on applications to divide land, or grant easements under sections of the Planning Act.

The Department also administers the County's Forest Conservation By-law, as well as supporting the 9-1-1 answering service for the County, City of Stratford, and Town of St. Marys.

Mission Statement

To plan with the County of Perth, its member municipalities, and the community for a healthy, viable, and sustainable living and working environment for present and future generations of Perth County residents.

Service Strategy

The Planning and Development Department supports efficient and effective governance by providing:

1) professional land use planning advice and services to both the County and local municipal staff and Councils as well as the Town of St. Marys. The Department supports transparent and accountable government by involving Councils, agencies, and the public in the land use planning process as required by the Planning Act;

2) management and administration of the County's Geographic Information System which provides accurate property and asset management information to the Council and staff of the County and its Local Municipalities, as well as the public;
3) administration of the County's Land Division Committee; and
4) administration of the County's Tree Preservation By-law and the County's Weed and Tree inspector; and
5) support of the 9-1-1 answering service for the entire geographic County.

Key Customers

- County Council;
- Councils and staff of member municipalities, and the Town of St. Marys;
- Residents and property owners within Perth County;
- Prospective residents and businesses looking to locate in Perth County
- Provincial Ministries; and
- various agencies, boards and commissions;

Core Businesses/Services

- Advice on planning and development matters;
- Administration of the County Official Plan;
- Management and Development of the County's Geographic Information System;
- Administration of the County's Land Division Committee;
- Maintenance of the Municipal Addressing System;
- Administration of the County's Forest Conservation and Weed Control By-laws;
- Support for the 9-1-1 answering service contract for the County; and
- Public Consultation and Engagement

Legislated Standards

Land Use Planning in Ontario is subject to a variety of legislation, including:

- Provincial Policy Statement, 2014
- Planning Act
- Planning and Development Act
- County of Perth Official Plan, By-laws & Policies
- Member Municipality's By-laws & Policies
- Aggregate Resources Act;
- Clean Water Act;
- Source Water Protection Plans;
- Condominium Act;
- Development Charges Act;
- Environmental Assessment Act;
- Municipal Act;
- Nutrient Management Act; and
- Various Ontario Regulations

In addition, the Planners of the Department are guided by the Ontario Professional Planners Institute (OPPI) Professional Code of Practice and Standards of Practice. Please see the attached links for further information:

OPPI Professional Code of Practice http://ontarioplanners.ca/Knowledge-Centre/Professional-Code-of-Practice

OPPI Standards of Practice http://ontarioplanners.ca/PDF/Standards-of-Practice.aspx

Program Map

Planning and Development
County Official Plan
Planning Act Applications (County and Local Municipalities and St. Marys)
Geographic Information System Administration
Land Division Committee Administration
Support for the 9-1-1 Answering Service
Municipal Addressing System Administration
Road Map of the County
Public Consultation
Weed and Tree Inspection
Forest Conservation By-law Administration
Weed and Tree Inspector Administration

Key Linkages with Strategic Plan

The Planning and Development Department services the County and its member municipalities, the Town of St. Marys, and various agencies, boards and commissions, and members of the public through the ongoing processing of Planning Act applications.

As such, its actions link with **Goal 1:** Ensure residents are being served by an efficient, cohesive, accessible and comprehensive service delivery model, of the County's 2012-2017 strategic plan, adopted August 16, 2012.

As well, through the provision of Land Use Planning services to the community, including appropriate land use regulations for agricultural, commercial, and industrial uses, its actions also link to **Goal 2:** Create an environment that supports and engages a diverse range of local businesses.

Achievements of 2016 Program

2016 Goals / Objectives	**Achieved**	**Comments**
5 year review of the County's Official Plan (OP)	Ongoing	First part of the County OP review (County OPA 142) was adopted in November, 2014 and the OMB dismissed the appeals on October 19, 2015. Special Council Public Meetings held April 14, 2016 (Monkton) and Sept. 22, 2016 (Mitchell) re: proposed County OPA re: Surplus Farmhouse Severance Ongoing consultation and research on various matters including growth and settlement, site specific amendments and requests, PPS 2014 conformity.
Updating of the County's Geographic Information System and webGIS	Completed and Ongoing	GIS Technician and IT staff worked together to update the County's parcel fabric and all data sets.
Update all Planning Act application forms to include SourceProtection information	Completed	Application forms have been updated for the County and each member municipality as required by the Source Protection legislation

2016 Goals / Objectives (continued)	Achieved	Comments
Goderich to Guelph Rail Trail	Completed	G2G Rail Trail Inc. is working to establish the trail from Millbank to Goderich. Planning Dept. has had minimal involvement since the last public open houses in Nov. 2015.
SWOOP 2015 Airphoto Project	Completed	Took delivery of the 2015 air photography in March, 2016 and GIS staff have made the photos available to all staff and the public.
GIS Mapping of Asset Management information for County and member Municipalities and assistance with GIS needs	Completed and Ongoing	Completed asset management mapping for some municipalities, working with others to complete. Staff continue to assist County and local staff with their GIS needs.
Review of County's Forest Conservation By-law	Completed	Staff reviewed the current By-law with Prosecutor and Tree Inspector and suggested amendments were adopted by Council. Director has presented proposed changes to each of the member municipalities. By-law is to be considered for final approval in October, 2016.
Natural Heritage Study	Ongoing	Staff continue to work with the four local Conservation Authorities to complete this Study which will be incorporated into the County OP, as required by the Provincial Policy Statement.
TOMRMS Filing	Ongoing	Staff continue to assess existing files and prepare to implement the new file system
Request for Proposal for Forest Conservation By-law Officer	Ongoing	RFP to be sent out in Fall, 2016.

Major Initiatives for 2017, 2018, 2019

2017 Goals / Objectives		**Comments**
Pursue the completion and approval of the County's Official Plan review		Several reports will be prepared to address Public consultation and municipal comments. In addition, this project will include a review of the Provincial Policy Statement to outline areas where the County OP, and local OPs must be brought into conformity with the PPS.
Work with North Perth, Perth East, and West Perth to incorporate the Listowel, Mitchell, and Milverton Official Plans into the County OP.		Develop policies that apply to each of these three OPs into the County OP in order to streamline planning documents and approvals.
Transition WebGIS from OnPoint to GeoCortex software, as per Business Case, including staff training.		The transition of the webGIS to Geocortex will update our GIS to the industry standard and save money in the long term.
Natural Heritage Study		Complete the Study and incorporate into the County OP, as required by the Provincial Policy Statement.
Review and incorporation of updates of several Provincial documents including: Minimum Distance Separation, Permitted Use on Prime Agricultural Lands, and Aggregates Act		It is anticipated that the Province will be approving both of these documents by the end of 2016. Staff will incorporate updated policies into the County OP, as well as local Zoning By-laws once OP policies are in place.
Negotiation of Planning Service Agreements with Member Municipalities		Part of Service Delivery Review
Updated Strategic Plan		Involvement with Council on the development of the updated Strategic Plan

2017 Goals / Objectives		Comments
Explore the demand for affordable housing stock in the settlement areas of Listowel, Mitchell, and Milverton		From the Strategic Plan
TOMRMS Filing		Implement the new filing system

The focus for 2017 will be to prepare documentation on possible amendments to the County of Perth Official Plan for consideration by County Council, Local Municipal Councils, Provincial Agencies, the public, and interested groups and organizations.

Of particular note will be the proposed implementation of the Sourcewater Protection Plan policies incorporated into the County Official Plan in fall of 2016 are implemented into each of the local municipal Zoning By-laws.

2018 Goals / Objectives		**Comments**
Ongoing provision of Planning services to the County and member municipalities (perhaps St. Marys as well).		

2019 Goals / Objectives		**Comments**
Ongoing provision of Planning services to the County and member municipalities (perhaps St. Marys as well).		

Program Delivery Plan

How will the program be delivered and at what level?

- 1 Director of Planning and Development;
- 3 Planners;
- 1 GIS Co-ordinator;
- 1 GIS Planning Technicians
- 1 Planning Administration Clerk/Land Division Committee Secretary-Treasurer
- 1 student Planner for the summer

- Office hours in Stratford 8:30 a.m. to 4:30 p.m., Monday to Friday;
- Office hours in North Perth two days per week;

- Office hours West Perth one half day per week;
- Office hours Perth South when required; and
- Office hours in Perth East one and a half days per week.

What changes will impact program delivery in the future?

- Decision of either the County or the Town of St. Marys regarding the provision of contract planning services;
- Changes Mandated by Other Levels of Government
  - Amendments to Municipal Act, and Planning Act;
  - Changes to other Acts and Regulations
  - Direction Received from County Council and CAO
  - Structure of County operations
  - Service demands from other Departments, or member Municipalities

Financial Allocation/Deployment Plan

Service	FTE Requirements by Year			
	2016	2017	2018	2019
Planning and Development				
Total Program FTE Requirements	**7.25**	**7.25**	**7.25**	**7.25**

FTE Variances

- There are no FTE Variances anticipated at this time.

Training and Development

- Upgraded software systems (e.g. OnPoint to GeoCortex)
- Training to familiarize staff with municipal operations and processes
- Various training workshops pertinent to positions as need/opportunity arises.

Comments:

Other budget activities as listed in the 2017-2019 Planning and Development budget reflect only a small change in the ongoing operations of the Department.