



Committee Report

To: Warden Mitch Twolan
Members of the Planning and Development Committee

From: Kara Van Myall
Director of Planning and Development

Date: December 20, 2018

Re: Land Use Planning Transformation Update

Recommendation:

The Land Use Planning Transformation Update report is for information.

Background:

The work that needs to be undertaken to transform land use planning can be described broadly within two areas: **A. Strategic Work** (addressing the need to develop a clear set of land use priorities and bring them forward into the policy framework); and **B. Tactical Work** (improving our application processes both at the County and Municipal level and improving overall interactions and communications).

The first part of the Strategic work encompasses the Bruce GPS Engagement project. This is Bruce County's collaborative community orienteering initiative that is part of a broader strategic project to yield a clear set of land use planning priorities, considering all aspects of securing the physical, economic and social efficiency, health and well-being of Bruce County into the future. The engagement project will help inform and lead into a comprehensive Official Plan (OP) Review that will start mid-2019.

The tactical work includes reviewing the land use planning process for improvements related to planning applications as well as improvements to the way communications are handled. A Memorandum of Understanding between the County and Municipalities outlining 'who does what' is an expected outcome of this review. Additionally, a Land Use Planning Engagement Guide will be produced that will make recommendations and modernize our current communication tools in 2018 with a goal of advancing department engagement and communications in 2019.

Projected Project Timelines:

	Q2 2018	Q3/4 2018	Q1/2 2019	Q3/4 2019	Q1/2 2020	Q3/4 2020
BRUCE GPS Engagement	June		Report			
County Official Plan			Initiate			
Process Improvements			Database		MOU*	
Communications		Phase 1	Phase 2			

* Please note that the timing for the MOU work with our partner municipalities has been extended to 2020. The thinking is that this important work should be completed once the majority of the Transformation project is complete to ensure relevancy and comprehensiveness.

Tasks Completed:

The following tasks have been completed:

Bruce GPS Engagement:

- Regular reporting to County Planning Committee
- Web site with survey, map application and Frequently Asked Questions was developed
- Social media accounts set up, content created and updated
- Kick Off Event was held
- Pop Up booths set up for in-person engagement at community events
- Local Council presentations
- Stakeholder workshops
- Saugeen Ojibway Nation and the Historic Saugeen Metis meetings in November
- Lura’s First Draft of the GPS User’s Guide, currently under review by staff

Process Improvements and Communications:

- Established ‘Standard’ process boards in each ‘Hub’ office to visualize how files move through the process, where files tend to get slowed down, and how the process creates / delivers value for Council, applicants, and the public at large
- Prepared new standard templates for Planning reports that meet accessibility requirements and reduce copying, pasting, and re-formatting
- Streamlined the internal approval and certification process for consents (lot creation)
- Project ‘Cityworks’ software tool to improve inquiry and application management and integrate with BruceWorx
- Tenzing Communications was retained in October to assist in the development of an Engagement Guide. A strategy to develop the Engagement Guide has been completed

Upcoming Activities:

The following are the main activities for the next few months:

Bruce GPS Engagement:

- Finalize the Draft Bruce GPS User's Guide
- Phase 3 Engagement to begin in early 2019

Process Improvements and Communications:

- Develop a survey to establish how well people are currently engaged with the planning process and identify areas of improvement; improve existing communications templates and website; produce a 'Bruce County Planning Navigator' document to improve overall engagement in the planning process.
- Continue to standardize work and experiment with process improvements
- Implement standardized workflows into Cityworks system

Financial/Staffing/Legal/IT Considerations:

The ongoing work including Bruce GPS Engagement, Process Improvements and the development of an Engagement Guide was included in the 2018 budget; and, unused funds will be carried forward to complete the work in 2019.

The acquisition of a new Planning Database was partially funded in 2018, to allow for the preliminary establishment of a robust framework to house and maintain our current Geographical Information System (Mapping tools - ArcGIS and Geocortex), and that would support expansion and addition of other tools that can interface with our GIS system. A request for an additional \$55,106.00 is included in the 2019 Budget to facilitate acquisition of the new Planning Database, CityWorks PLL.

Interdepartmental Consultation:

Information Technology Services (ITS)

Link to Strategic Goals and Elements:

The Land Use Planning Transformation is considered a Council priority and is aligned in some way with nearly every goal and several elements of the Strategic Plan, including:

2. Leverage Technology

Element C: Effective, understandable communication (web-based and social media)

3. Find creative new ways to engage our public

Element E: Host regular public meetings on County governance - go where the public go.

Written by: Bruce Stickney, Manager Land Use Planning, Planning and Development

Approved by:

A handwritten signature in black ink, appearing to read "Marianne Nero". The signature is fluid and cursive, with a large initial "M" and "N".

Marianne Nero
Acting Chief Administrative Officer