



# Staff Report to Council - for Direction

**Title:** Proposed Planning Services Memorandum of Understanding

**From:** Jack Van Dorp, Director of Planning and Development

**Date:** November 21, 2024

**Report Number:** PD-2024-020

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## Staff Recommendation:

That County Council endorse the proposed Memorandum of Understanding for Planning Services; and

That the proposed Memorandum of Understanding be circulated to local Municipalities for endorsement and signing.

## Report Summary:

The County has prepared a new Memorandum of Understanding (MOU) to outline the delivery of Planning Services by the County to local municipalities in Bruce County. The Memorandum of Understanding sets out the roles of the County and municipalities, resourcing, and addresses the delegation of authority under the Planning Act.

## Background:

Bruce County Planning and Development provides planning services to local municipalities through a Memorandum of Understanding authorized by County by-law in 1999.

In 2020, with support from provincial modernization funding, Strategy Corp was engaged to support the preparation of an updated MOU.

Interim and Final reports were prepared for County Council, linked below:

[Land Use Service Delivery \(Memorandum of Agreement Update\) - Interim Report \(escribemeetings.com\)](#)

[Land Use Service Delivery \(Memorandum of Agreement\) - Final Report \(escribemeetings.com\)](#)

At the presentation of the final report, some members of County Council expressed interest in the potential for delegation of some land division matters and the MOU was tabled to support that investigation.

Staff reviewed the potential for delegating land division files to local municipalities who are interested in the same, and also ascertained that the interest appears to be for some local

councils to make decisions on contested applications, while having County Planning staff continue to undertake all administrative processes for the files and make decisions on uncontested applications.

The attached proposed MOU incorporates this potential, addresses privacy considerations with records, other changes to the Planning Act, and sets out to provide a “baseline” level of special project support equivalent to 105 hours of staff time for each municipality annually. This allows County planning staff to support small projects without requiring local municipalities to allocate budget to reimburse the County for this staff time. The proposed MOU also provides that if staff capacity allows, additional support may be given to local municipalities.

The proposed MOU has been reviewed by the County solicitor and with local municipal CAOs and development staff.

If endorsed, staff will coordinate with local municipal staff for the MOU to be placed on agendas of local Councils with staff available to address questions prior to local consideration of endorsement and signing.

**Financial/Staffing/Legal/IT Considerations:**

Updating the MOU provides for clarity in the operations of the department.

Baseline special project support services identified in the MOU would support our communities broadly and are anticipated to be resourced within existing staff capacity, without requirement for administration of cost recovery from local municipalities.

**Interdepartmental Consultation:**

Office of the CAO / Clerk

Local Municipal CAOs and staff

**Link to Strategic Goals and Objectives:**

Community and Partnerships - Enhance and grow partnerships

Developing an MOU with local municipalities for planning services is a specific action under the Strategic Plan.

**Link to Departmental Plan Goals and Objectives, if any:**

Developing an MOU with local municipalities for planning services is a specific action for the 2024 Planning and Development work plan.

**Report Author:**

Jack Van Dorp, Director of Planning and Development

**Departmental Approval:**

Jack Van Dorp, Director of Planning and Development

**Approved for Submission:**

Claire Dodds, Commissioner of Community Development