



Shared Services - Planning

AMCTO Zone 6 Fall Meeting

November 19, 2024
Stephanie Morin and
Peter Young – SDG
Counties



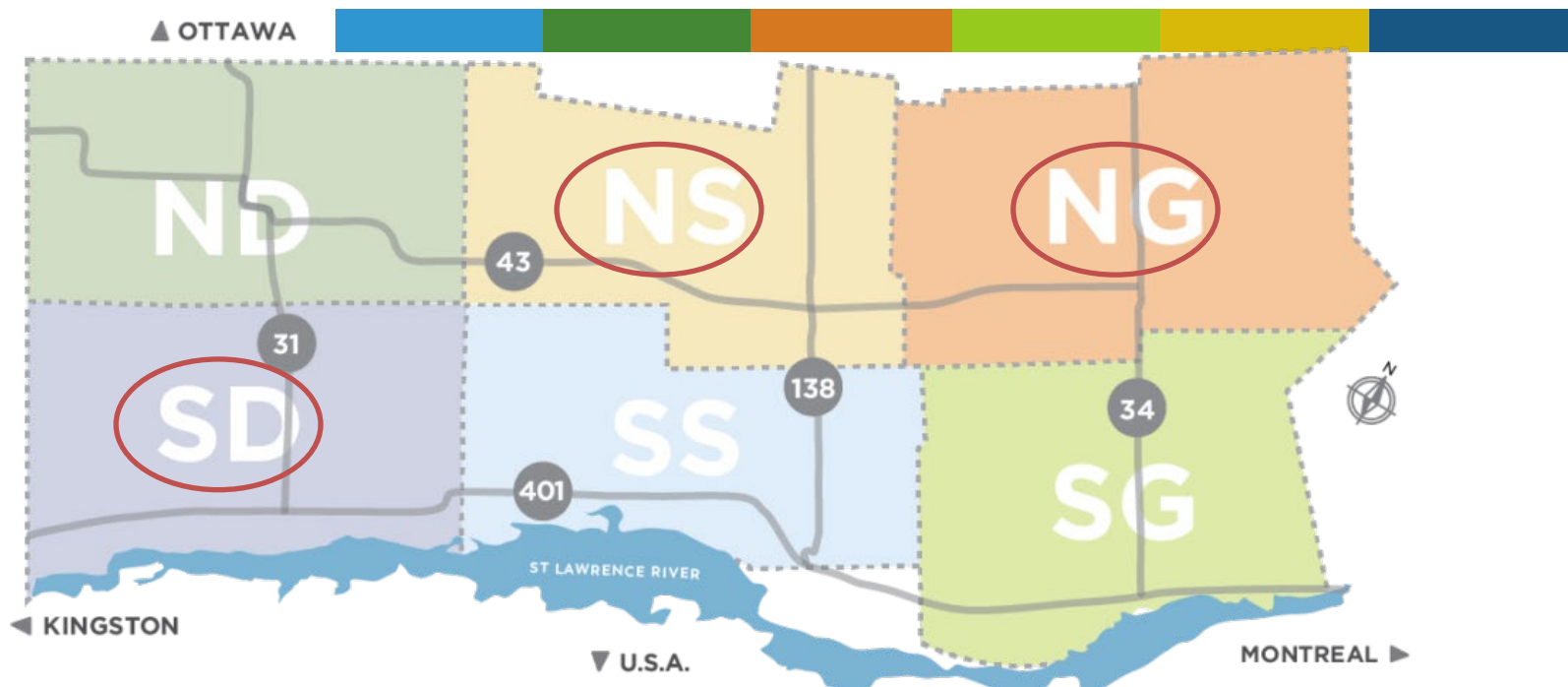
Outline

- SDG planning context
- Upper/lower tier roles
- Model for billing
- Levels of Service
- Benefits
- Challenges
- Conclusions

SDG Planning Context



- SDG Counties: Official Plan, severances, subdivisions
- Local Municipalities: Zoning, site plan, minor variance (no local OP)



Geography	2023	2019-2023 Pop Change %
Cornwall	51,572	5.16%
SDG Counties	71,893	5.54%
South Stormont	14,629	6.33%
South Glengarry	14,077	3.23%
North Dundas	12,721	6.92%
South Dundas	11,697	3.49%
North Glengarry	10,811	5.57%
North Stormont	7,958	9.27%
Akwesasne (Part) 59 (IRI)	1,899	5.85%
SDG Census Division	125,364	5.39%

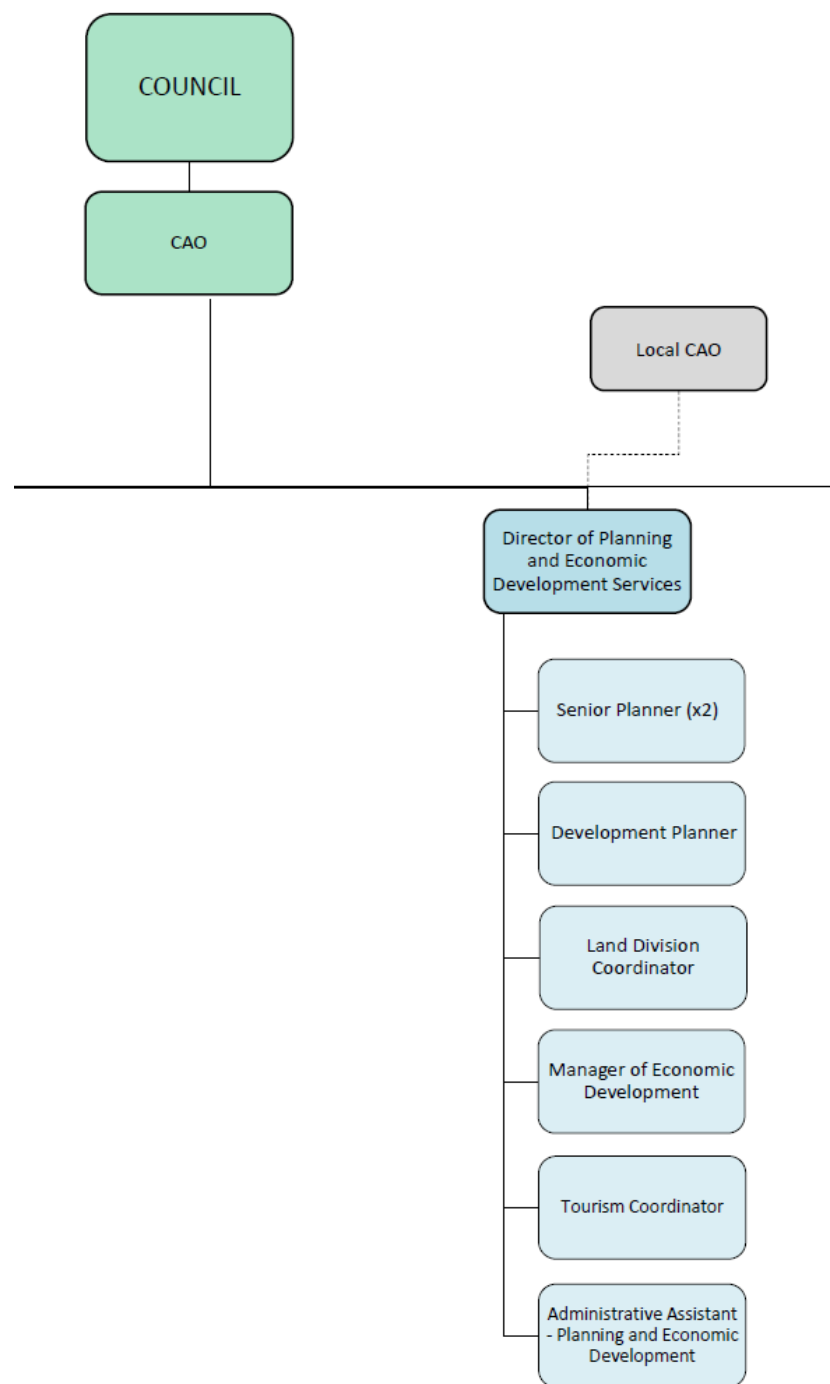


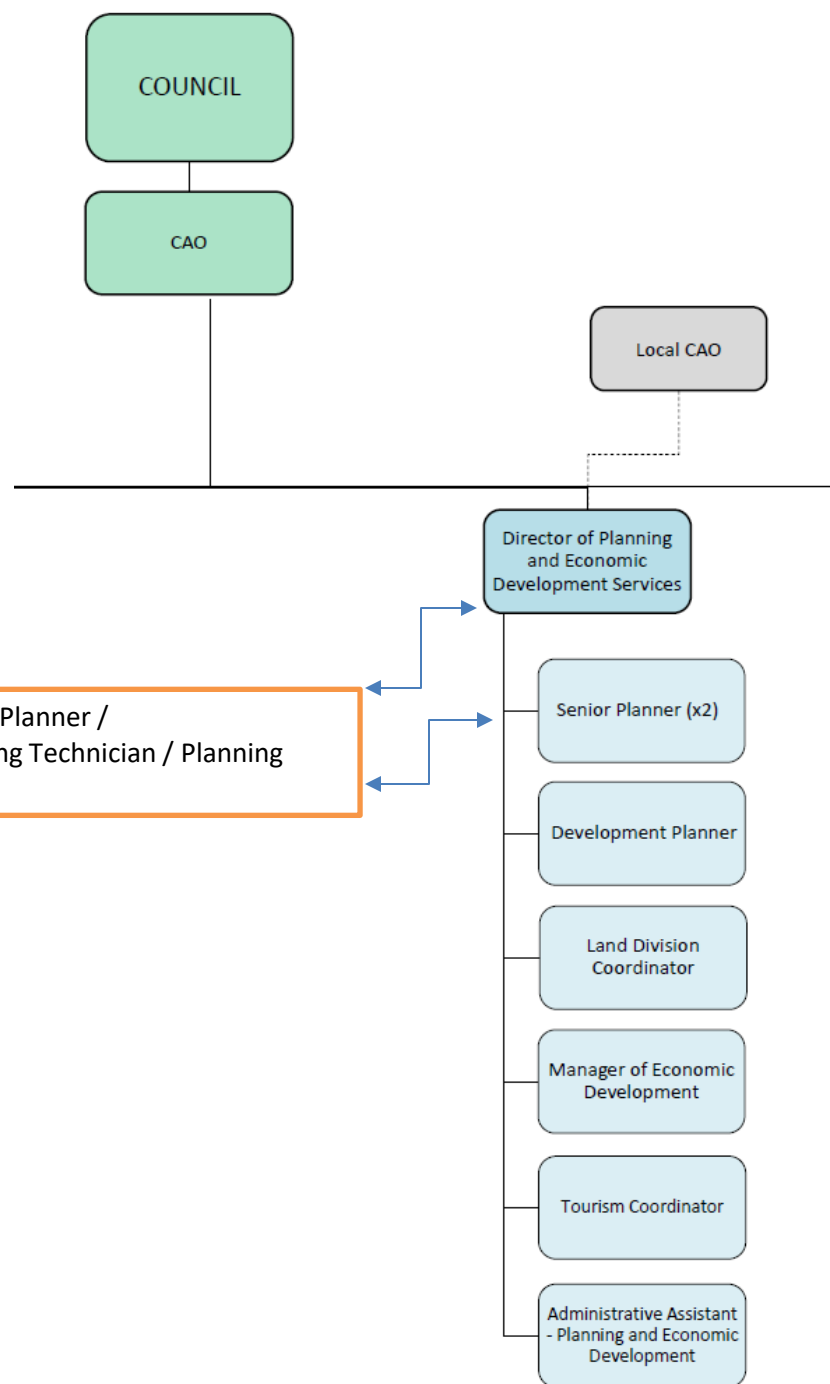
Planning

SDG provides planning services to North Stormont, South Dundas, and North Glengarry on a fee-for-service basis; has provided interim service in North Dundas

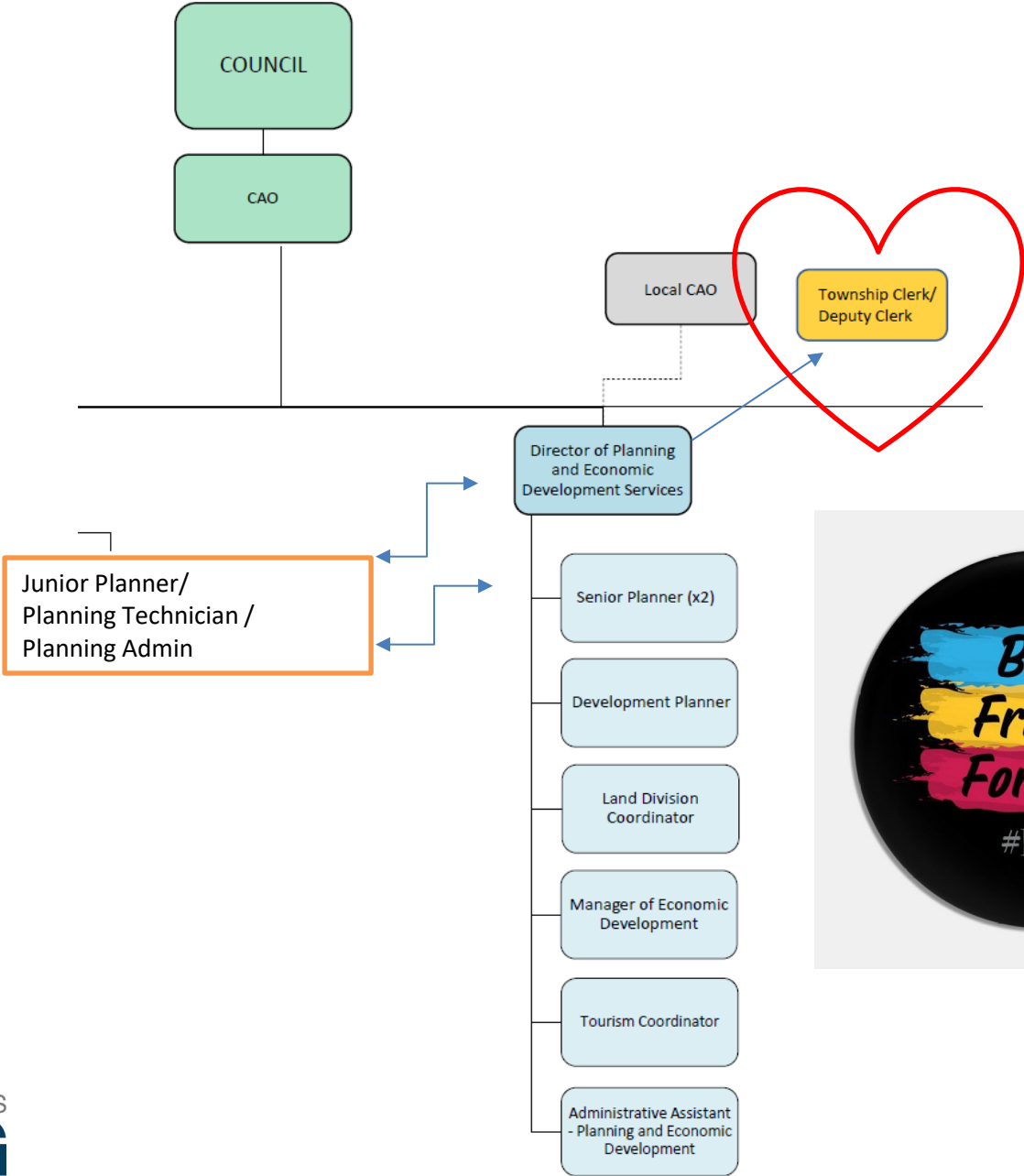
Planning services to local municipalities includes:

1. providing resources during regular office hours
2. responding to general inquiries
3. attendance at Council and Committee meetings
4. preparing planning reports and notices
5. coordination of local planning application review (zoning, site plan etc)
6. policy studies / heritage review
7. participating in budget and strategic planning
8. training and mentoring junior staff
9. OLT





SDG County Organizational Chart



THE CORPORATION OF THE UNITED COUNTIES

OF STORMONT, DUNDAS AND GLENGARRY

BY-LAW NUMBER NO. 5345

A BY-LAW to authorize a Shared Services Agreement, Planning Services between the United Counties of Stormont, Dundas and Glengarry and the Township of North Glengarry.

WHEREAS Section 5 (3) of the *Municipal Act, 2001 S. O. 2001*, provides that a municipal power, including a municipality's capacity, rights, powers and privileges shall be exercised by by-law unless the municipality is specifically authorized to do otherwise.

AND WHEREAS the United Counties of Stormont, Dundas and Glengarry wishes to enter into a Shared Services Agreement, Planning Services with the Township of North Glengarry.

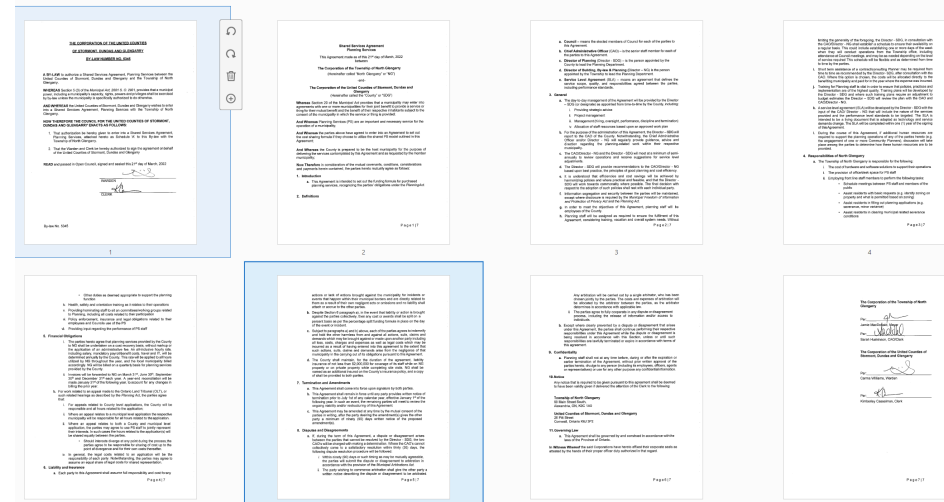
NOW THEREFORE THE COUNCIL FOR THE UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY ENACTS AS FOLLOWS:

1. That authorization be hereby given to enter into a Shared Services Agreement, Planning Services, attached hereto as Schedule 'A' to this By-law with the Township of North Glengarry.
2. That the Warden and Clerk be hereby authorized to sign the agreement on behalf of the United Counties of Stormont, Dundas and Glengarry

READ and passed in Open Council, signed and sealed this 21st day of March, 2022

WARDEN

CLERK





Billing Model

- Inclusive hourly rate, including salary and benefits
- \$50-106 per hour, depending on staff person
- 2021 – 103 hours - \$9,000
- 2022 – 610 hours - \$44,000
- 2023 – 937 hours - \$71,000
- 2024 – 986 hours (to date) - \$74,000, \$100,000 anticipated
- Primary and backup staff assigned to each municipality
- Attendance of Council/Committee meetings as needed
- Workplan / budget for special projects



Category ▼	Director ▼	Senior Planner 1 ▼	Development Planner ▼	Senior Planner 2 ▼	Dept Admin ▼	Land Division Coordinator ▼
Invoices					Primary	Secondary
General Phone					Primary	Secondary
In-person inquiries - may depend on who is in office					Secondary	Primary
Severances - Circlation/Filing					Secondary	Primary
Severances - Review	Approval Authority / Secondary	Alternate Approval Authority	Primary	Alternate Approval Authority		
Mapping - pending 2025 budget						
Responding to external circulations		Primary	Secondary			
Subdivisions	Secondary		Primary			
Environmental Planning	Secondary			Primary		
County-wide Policy Projects	Secondary			Primary		
OPA	Secondary			Primary		
North Stormont (0.5-1.0 days per week in-office)	Primary		Secondary			
North Glengarry (as needed)	Primary			Secondary		
South Dundas (2 days per week in-office)	Secondary	Primary				
Other Townships (as-needed / absence coverage) - likely based on availability/workload at the time of request? Maximum of ____ months before requiring contract			North Dundas 2024			

Benefits



- Low staff turnover (multiple opportunities for growth)
- Backup – holidays/multiple meetings
- Synergy - interpretation, consistency, network of relationships and sharing ideas
- Team atmosphere



Benefits

- Variety of experience – development review, policy, large geographic areas, upper and local municipal experience
- Professional development - regional succession planning and development of staff
- Experienced team, variety of backgrounds



Challenges

- Balancing County-related duties when workload increases at local level due to staffing transition/vacancies
- Justification for Council for additional resources – levy vs application fees vs fee for service



Conclusions

- Model works well in Counties across Ontario
- Smaller municipalities may not be able to justify full time planners or have the capability to train junior planners
- Not needing to “start over” when the only planner leaves – additional file history at County level

Thank you

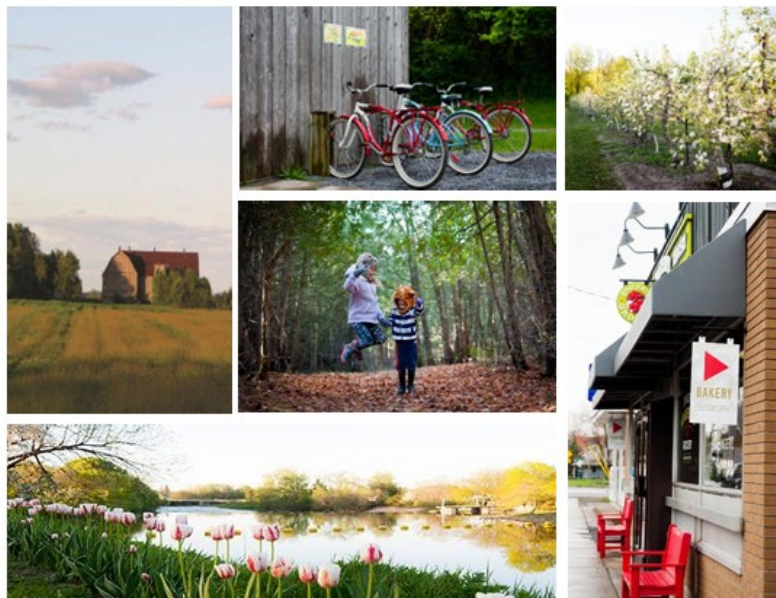
United Counties of Stormont,
Dundas and Glengarry



Official Plan

Adopted July 17, 2017

Approved Feb 4, 2018



June 2021 Consolidation

Where Ontario Began