

# General Government Services – Planning Services

## Service Description

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The Planning Services department provides planning advisory services to County Council on matters related to County-wide land use planning, economic development, and strategic planning matters. This section also prepares responses to provincial policy and program initiatives. The Manager of Planning Services acts as the approval authority in accordance with the Planning Act for plans of subdivision, plans of condominium, part lot control by-laws, and local Official Plan amendments.

## Staffing Chart

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Staffing	2015	2016	2017	2018	2015 Actual (\$000)	2016 Actual (\$000)	2017 Budget (\$000)	2017 Actual (\$000)	2018 Budget (\$000)
Full-Time / Student	1	1	1	2	95	98	103	103	114

## Prior Year Performance

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Operations for 2017 resulted in a favourable variance of approximately \$10,000. Savings from budget were achieved in various program expenses, including lower expenditures for legal services and consulting fees. All other areas of budget were on target.

## Proposed Budget – Current Year

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The proposed budget for 2018 of \$202,120 represents an increase year over year of approximately \$3,620 (1.8%). The budget maintains the provision for legal expenses in the event of appeals to decisions as the approval authority, or to protect the County's interest in appeals of decisions at the local level. Additional advertising fees and internal printing charges have been included for the Agricultural Lot Size Study. The proposed budget anticipates recoveries from subdivision application fees to remain at historic levels. In addition, funding has been included to hire a student to begin the process of transferring all of the County's subdivision files into Laserfiche. The budget also includes an annual \$40,000 contribution to the Official Plan review reserve. The mandatory review is required every five years, and this will provide the County with an adequate reserve for the next review that will likely commence in 2019. The next five year review will include new population and employment projections, with the anticipated cost to be shared with the City of Windsor. As a result, this will represent a significant increase in the total cost of the project.

In regard to strategic planning matters, there will be continued involvement in regional transportation issues, i.e., International crossing / corridor, Hwy 401 and Hwy 3 improvements and county-wide active transportation. Other major issues include continued implementation of the recommendations contained in the Windsor/Essex Housing Analysis and Recommended Strategies Study, and the completion of the Windsor Essex Ten Year Housing and Homelessness Plan, through both the Housing Advisory Committee and the Long Term

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Affordable Housing Strategy Committee. In addition, the Manager serves as the County's representative on the Committee to review applications for Federal and Provincial funding under the Canada/Ontario Affordable Housing Program.

The final disposition of the Agricultural Lot Size Study will occur in 2018. The study was presented to County Council in 2017 and the local Councils were provided an opportunity to review the final document and recommendations and provide comments to the Steering Committee. Once this process is complete, the Steering Committee will review the comments and provide a recommendation to Council.

A one-time addition of a summer student has been added to provide document management assistance for the department. The wage and benefit costs, along with one-time advertising costs have been funded by the Rate Stabilization Reserve.