



## The Corporation of the Township of Huron-Kinloss

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### Staff Report

**Report Title: Planning Services Memorandum of Understanding- Bruce County**

**Date: Dec. 16, 2024**

**Report Number: CLK-2024-12-50**

**Department: Legislative Services**

**File Number: C11 CLK 24**

**Prepared By: Jennifer White, Manager of Legislative Services/Clerk**

**Attachments: Planning MOU**

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#### **Recommendation:**

THAT the Township of Huron-Kinloss Council receive Report CLK-2024-12-50 prepared by Jennifer White, Manager of Legislative Services/Clerk;

AND FURTHER that the appropriate by-law be brought forward as a matters arising to endorse the Memorandum of Understanding for delivery of planning services.

#### **Background:**

The County has prepared a new Memorandum of Understanding (MOU) to replace the current MOU respecting the delivery of planning services to the local municipalities in Bruce County. The MOU outlines the roles of local municipal staff and county staff, resourcing details and addresses the delegation of authority required under the Planning Act.

#### **Discussion/Analysis/Overview:**

Since 2020, the County of Bruce has been working towards updating the existing Memorandum of Understanding, from 1999, that outlines how Bruce County Planning staff provide planning services to the local municipalities.

The attached MOU was developed for the County by Strategy Corp, and has been undergoing review by local municipal CAO's, development and planning staff and has been endorsed by Bruce County Council. This MOU formalizes and updates existing planning relationships between the County and the Township of Huron-Kinloss.

The agreement 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.

Staff are supportive of the MOU as presented and recommend Council endorse the agreement.

**Financial Impacts:**

The inclusion of special project support equivalent to 105 hours of staff time, was not included in previous agreements for planning services, and would have required a budget allocation to support.

**Performance Measurement:**

N/A

**Strategic Area:**

- Embrace a thriving rural lifestyle
- Enhance Municipal Service Delivery
- Prepare for Inclusive Growth
- Ensure Financial Stability

**Strategic Goal: Ensure municipal systems support future growth**

**Respectfully Submitted By:**

Jennifer White, Manager of Legislative Services/Clerk

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer