

Recommendation:

That the Planning-2022-09 report, dated December 6, 2022, regarding Cloudpermit Planning Module be received; and

That Council direct Staff to proceed with the purchase of the Cloudpermit Planning Module for a minimum term of five (5) years.

Overview:

In summer 2021, Provincial approval was granted to the County of Peterborough to allow the County to work jointly with the Township of Havelock-Belmont-Methuen, Township of North Kawartha, and Municipality of Trent Lakes to review service delivery processes related to Land Development Tracking and Asset Management and Work Orders with the goal of identifying potential efficiencies through software integration.

MNP LLP ("MNP") was contracted to deliver a requirements report, long list of vendors following a market scan, evaluation summary, short list of vendors, vendor demonstration script, and recommendation summary. Their work included a functional requirement analysis, software rationalization, integration planning, and 5-year implementation costing of prospective software solutions.

On February 16, 2022, Peterborough County Council received Report CPS 2022-05, Process and Software Review Final Report that included a recommendation to select Cloudpermit based on the results of the 2021 Request for Information conducted by MNP. A copy of Report CPS 2022-05 is attached to this Report.

The resolution of County Council was as follows:

Resolution No. 64-2022

Moved by Councillor Amyotte Seconded by Councillor Clarkson
That CPS 2022-05, Process and Software Review Final Report, be received;

That MNP LLP's final report (Appendix "A") titled, "County of Peterborough Software Selection – Recommendation Summary", and dated January 21, 2022 be received;

That Cloudpermit be recognized as the Preferred Vendor for the Land Development Tracking solution; and

That Staff be directed to negotiate a single-source contract for the Cloudpermit Ontario Planning Module from Cloudpermit with the County and interested local municipalities, with funding support

available for those partnering in the Municipal Modernization Program Intake 3 – Implementation Steam; and

That Staff be directed to issue an invitational RFP to the Preferred Vendors, PSD and Esri Canada and the incumbent provider CentralSquare, for the Asset Management / Work Order solution.

Carried

In co-operation with the County of Peterborough, the Township of Douro-Dummer has an opportunity to implement the Planning Module of the Cloudpermit software and cost-share a portion of the \$2,625 implementation fee. The cost share portion will be determined based on the number of lower-tier participants, and places the estimated share for the Township between \$375 and \$875 as outlined in Appendix A and B attached to this Report. At present, there are three participating lower-tier municipalities being Cavan Monaghan, Havelock-Belmont-Methuen, and Trent Lakes. North Kawartha has shown a strong interest while the Township of Selwyn previously implemented the Cloudpermit Planning Module prior to the MMF project.

Township Planning Staff have been meeting with a user-group of Staff from the County of Peterborough, Cloudpermit, and other lower-tier municipalities within the County on a monthly basis. The user-group provides an opportunity to discuss common questions, address shared concerns, and obtain an idea of how the system looks in its preliminary phase. If the system is implemented in Douro-Dummer, Planning Staff will continue to meet monthly to share our experiences and to provide input directly to Cloudpermit. Implementation of the Cloudpermit software also includes dedicated training sessions for staff who will be using the program.

The Township of Douro-Dummer began using the Cloudpermit software for the Municipality's Building Department in January 2022. As both internal and external user's have become more familiar with the platform, efficiencies are being realized in streamlining the permit process by providing a consolidated platform for tracking application submission, payments, permit issuance and inspections. Given that the majority of Peterborough County lower-tier municipalities use Cloudpermit in their building departments (e.g. Selwyn, Cavan Monaghan, Trent Lakes, Havelock-Belmont-Methuen and North Kawartha) the development community is able to experience the same submission platform and requirements whether they are submitting an application in Lakefield, Buckhorn, Blairton or Apsley.

The Cloudpermit Planning Module works in a similar fashion to the Building Permit Module by bringing planning processes online for planning departments, applicants, and development communities. The Cloudpermit Planning module would provide a platform for a more collaborative, efficient, and straight-forward processing of all Planning applications. As outlined in the Cloudpermit Planning Brochure attached to this Report, some of the features include:

- Submit pre-consultation requests online
- Conduct pre-consultations online with relevant Staff and external agencies online
- Manage meeting dates and agendas for upcoming council and committee meetings online
- Schedule applications to an upcoming meeting to easily create and share relevant documents
- Comment and provide feedback on planning proposals
- Request and circulate comments and other relevant documents and data to any internal or external department
- Easy-to-follow collaborative communication
- Enable online and over-the-counter payments
- Enable two-tier decision making between lower and upper-tier local governments
- Use interactive maps with GIS to easily find neighbouring properties and their owners

The County of Peterborough will utilize the Cloudpermit Planning Module to process upper-tier applications such as severances, plans of subdivision and Official Plan Amendments. In this regard, the Township will be circulated on and connected to the Planning Applications within the Township of Douro-Dummer. The Township will be able to provide comment on and receive status updates with respect to all upper-tier planning applications within this Municipality.

The Township will utilize the Cloudpermit Planning Module to process lower-tier applications such as minor variances, rezonings and site plan applications.

The Township Building Department will be able to access the Planning Module and share information with the Planning Department to flag concerns early in an application process. This link will also allow for Staff to move building permit applications into the Planning Module if Planning Approval, such as a Minor Variance, is required prior to the issuance of a building permit.

Applicable agents, for example MTO and the Conservation Authority, will be able to access the Cloudpermit Planning Module to comment on Planning Applications. A Cloudpermit account will be required by these agencies and given that the implementation for the Cloudpermit Planning Module is being adopted across Peterborough County, Cloudpermit has the potential to become a mainstream service utilized by all applicable agencies shared with the County.

Changes to Planning processes in 2023, due to the introduction of Ontario's More Homes for Everyone Act, 2022 (Bill 109), will result in application refunds for Zoning By-law Amendments and Site Plan Applications if a decision is not made within the legislative timelines. The Cloudpermit Planning Module will support the Planning Department in tracking legislative timeframes.

Adoption of this system prior to the implementation of Bill 109 will support the Douro-Dummer Planning Department, as Staff will require adequate training to ensure a seamless protocol during 2023.

If supported, Planning Staff foresee proceeding with the implementation of the Planning Module specific to Minor Variance Applications and then adding Rezoning and Site Plan Applications once the software is established.

Conclusion:

It is recommended that Council support the implementation of the Cloudpermit Planning Module so that Staff can proceed with its purchase and begin the necessary training for a successful integration.

Financial Impact:

The Township of Douro-Dummer would pay a \$5,000 first-year licensing fee, in addition to a cost-share portion of a \$2,625 implementation fee. For the remaining 4 years of the five year term, the Township will need to budget a cost of \$5,000 per year for the license.

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

Sustainability Plan Applicability:

N/A

Report Approval Details

Document Title:	Cloudpermit for Planning.docx
Attachments:	- Cloudpermit Planning Brochure.pdf - Funding Appendices.pdf - 2022-02-16 CPS 2022-05 SoftwareSelectionReport and Appendices (County).pdf
Final Approval Date:	Nov 30, 2022

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Elana Arthurs