



GRAND VALLEY

Council Planning Report

To: Mayor Soloman & Council
From: Mark H. Kluge, MCIP RPP, Manager of Planning
Date: January 27, 2026
Report No.: PLN2026-018
Subject: Building Services for Grand Valley

Recommendation:

THAT Report No. PLN2026-018, dated, January 27, 2026, be received;

AND FURTHER THAT Grand Valley continue using Dufferin County Building Services for the issuance of Building Permits;

AND FURTHER THAT Staff bring forward a future report once the updated Memorandum of Understanding (MOU) between the County and the Local Municipalities for Building Services is released for review and comment.

Key Points:

The following are key points for consideration with respect to this report:

- Council requested Staff research and review the Provision of Building Services for the Town
- The Town has three options:
 - Maintain status quo - County Building Services continue to issue permits on behalf of the Town;
 - Creation and staffing of a new Town Building Department; or
 - Employ the services of a third-party company to issue permits on behalf of the Town.

Building Services for Grand Valley

- Currently there is no cost to the Town for the issuance of County Building Permits. The Building Permit process is a full cost recovery service.

Background

On December 9, 2025, Council passed a Notice of Motion without prior Notice, regarding Building Services for the Town. As stated in the minutes from that meeting:

Moved by: P. Latam
Seconded by: P. Rentsch

THAT the Council of the Town of Grand Valley terminate the building services agreement with the County of Dufferin as of January 1, 2027.

Council discussed the motion.

CAO Townsend advised a staff report would be provided outlining options for Building Services as the current building services agreement would be expiring.

Resolution: 2025-12-36

Moved by: P. Latam
Seconded by: P. Rentsch

BE IT RESOLVED THAT the Council of the Town of Grand Valley terminate the building services agreement with the County of Dufferin as of January 1, 2027.

CARRIED

On December 11, 2025, the CAO forwarded a letter to the County Building Services, see **Appendix 1: Town Letter to County**. The letter was listed as Correspondence on the January 22, 2026, County Council Agenda and Planning will provide a verbal update to the meeting on the discussion at County Council.

Discussion

Currently, Dufferin County Building issues Building Permits on behalf of Grand Valley and all other local municipalities in Dufferin County except for the Township of Amaranth and Town of Orangeville. Amaranth employs the services of a third-party company and Orangeville has its own Building Department.

Building Services for Grand Valley

In Grand Valley, planning staff receive and review Building Permits for zoning conformity (applicable law) and issue Municipal Approvals for all County Building Permits. This approval is then sent to the County as part of the permit review process.

The current Memorandum of Understanding (MOU) between the local municipalities and Dufferin County Building Services was signed in 1989. The 1989 MOU is currently being updated by the County, but to date a Draft has not been released.

The Town has three options to consider for Building Services:

1. Maintain status quo with the County providing Building Services to the Town
2. Create a Grand Valley Building Department
3. Employ a third-party firm to perform the services as the Town's Building Department

Each option has its own pros and cons:

1. County Building Services:

As stated, the current MOU was signed in 1989, and it is currently being updated. Until such time as a Draft is released, Town Staff cannot comment on the particulars of the updated MOU and how it might affect the Town.

Currently there is no cost to the Town for County Building Services as the permit process is at full cost recovery.

2. Grand Valley Building Department:

The Town could create a new Building Department with all the required staff including Chief Building Official (CBO), inspectors, and administrative staff. While the building permit process is a full cost recovery service, there would be budget, office space and staffing implications that would cause the most impact. It would also take some time for the Town to fully set up its own Building Department.

In 2025, the County issued 49 Building Permits on behalf of Grand Valley, and given the current state of the construction industry, there may not be enough volume to support a stand-alone Grand Valley Building Department.

3. Third Party Building Services:

The Town could employ the services of a third-party Building Services Company, which is the approach the Township of Amaranth has taken by contracting with a third-party Building Official and using an online platform called **Cloudpermit**.

Township of Mono staff also researched using a third-party Building Services Company and presented a Staff Report on the subject, see **Appendix 2: Mono Report on Establishing a Building Department**. Their staff recommendation was to maintain status quo and have the County continue to deliver Building Services. The Minutes of the Mono Council Meeting are as follows:

3. Building Department Services

Treasurer Les Halucha reported that, based on the estimate received from RSM Building Consultants, the cost to implement our own building department would be approximately \$35,000. This does not include overhead such as increased office space, furniture, and equipment. It also doesn't include the necessary additional Town staff. He stated that, with the current number of building permits issued by Mono, it would take years to recoup these costs.

Resolution #6-6-2025

Moved by Elaine Capes, Seconded by Melinda Davie

THAT we receive the Treasurer's report titled, "Building Department Services" dated March 19, 2025.

Planning Analysis

Given the number of Building Permits issued for Grand Valley, it does not make logistical or economic sense for the Town to create a new stand-alone Building Department or employ the services of a third-party company at this time.

The Town should continue to use County Building Services for the issuance of Building Permits in Grand Valley until such time that the updated MOU is released for review and comment. At that time Staff will bring forward another report advising Council on the new MOU for Building Services and recommendations regarding its implications.

Attachments:

Appendix 1: Town Letter to County

Appendix 2: Mono Report on Establishing a Building Department.

Building Services for Grand Valley

Report Submitted by

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Report Approved by

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