



DEVELOPMENT SERVICES DEPARTMENT 2022 – 2024 BUSINESS PLAN

Shannon Black, Director of Development Services / CBO

Overview

The Development Services Department administers and oversees key aspects of the land use and development approval process in the Township. The Department consists of two Divisions, namely: Planning and Building Services.

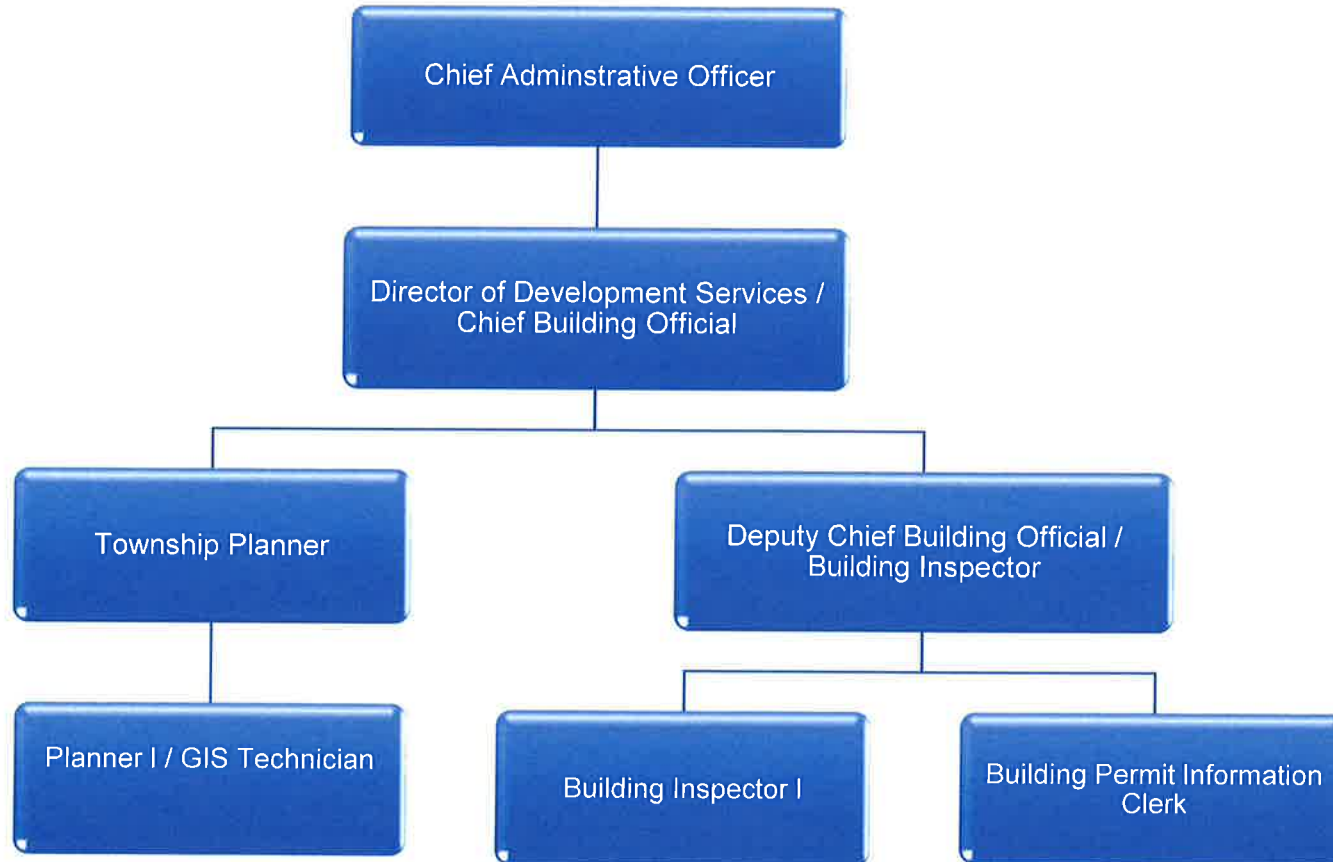
The *Planning Division* is responsible for assisting Council with growth management, the Township's Official Plan and Zoning By-law and the administration of the Committee of Adjustment. Growth management is achieved through the review of development applications, policy development, research and the statutory requirements of the *Planning Act* and other Provincial legislation. The Division provides professional services in the following areas: Long Range Planning; Current Planning; Urban Design; population forecasts and demographic analysis; Heritage Resource protection; and, Corporate GIS services and mapping.

The *Building Division* is responsible for the administration of the *Ontario Building Code Act* and related Council approved Building By-laws. The Division oversees the Permit application review, approval and inspection processes associated with all building categories (small, large and complex); plumbing inspections; Part IV septic design approvals and inspections; and, building additions and renovations. Ancillary to these functions, the Division also administers the issuance and approvals of both Ontario Building Code and non-Ontario Building Code requirements associated with permanent signs issued under the Township's Sign By-law, Property Standards By-law and Fence (Pool) Enclosures By-law.

Mission Statement

To manage growth in a financially sustainable manner that ensures public safety while protecting the natural environment, established neighbourhoods and cultural heritage in order to improve the quality of life for current and future residents of the Township.

DEVELOPMENT SERVICES DEPARTMENT 2022
Township of North Dumfries



Notes: Chief Administrative Officer is responsible for the day to day coordination and supervision of the Development Services Department until July 1, 2022. Through an internal promotion Shannon Black will shift to the Director of Development Services / Chief Building Official effective July 1st.



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Goals

- Ensure public safety through the building permit application process and inspection services in accordance with the *Ontario Building Code Act*
- Provide thorough and effective review of development applications, and, thoughtful and balanced recommendations to Council / Committee of Adjustment on development applications consistent with Provincial legislation and the Township's Official Plan

Policy Guidelines for Service Delivery

- The nature and form of growth and growth forecasts in accordance with the Provincial Policy Statement, the Growth Plan for the Greater Golden Horseshoe Area, the Regional Official Plan and the Township's Official Plan
- *Planning Act* and associated regulations
- Township's Comprehensive Zoning By-law 689-83
- *Ontario Building Code Act* and associated regulations
- Source Protection Plan
- Township's Building By-law, Sign By-law and other associated By-laws
- Township's Engineering Standards and Specifications



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Key Issues & Challenges

- Implementation of the Growth Management model (Places to Grow) in consultation with the Region of Waterloo
- Transportation, and specifically, traffic movements into and throughout urban Ayr
- Region of Waterloo Master Servicing Plans – Municipal Water and Waste Water services; Transportation Master Plan; East Boundary Route Corridor Selection Process; South Boundary Road Acquisition and Construction
- Implementation of Source Water Protection requirements
- Process mapping and the means / methods to streamline the review and approval process to align with requirements under the Planning Act for development applications
- Residential growth, both in the form of intensification / redevelopment of sites, and, greenfield properties
- Climate change and the potential impacts upon Township infrastructure and the form of emerging neighbourhoods and building stock. How does the Township adapt to and mitigate impacts associated with climate change

2022 – 2024 Goals

Year 2022

- Continue to review and update the Township's Built Heritage Inventory in consultation with the Heritage Advisory Committee
- In consultation with the Heritage Advisory Committee and the Planning & Sustainable Development Advisory Committee, advance forward with a Cultural Landscape Study for Ayr with the technical assistance of a Consultant



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Year 2022 (Continued)

- Finalize, in consultation with the Region of Waterloo, the Growth Management Model and associated residential / non-residential modeling through to 2051 for the Municipality
- Finalize the Delegation process with the Region of Waterloo for Subdivision / Condominium approvals and Part Lot Control
- Update the Township's Building By-law
- Review and assess a Deck By-law as an amendment to the Comprehensive Zoning By-law
- Review and assess an update to the Township's ancillary dwelling units in the Comprehensive Zoning By-law so as to align with Planning Act Regulation 299/19
- Finalize and present for Council's consideration the proposed strategy for the protection of established older neighbourhoods in Ayr
- Develop and implement a new homeowner's education / awareness campaign for posting on the website and for distribution by the Builders'
- Undertake a RFP and commence work on the update to the Township's Comprehensive General Zoning-Bylaw
- Undertake a RFP and advance forward with a new Property Management Program and an on-line building permit intake platform
- Prepare and publish a Homeowners' / Contractors' guide for the construction of in-ground / at-grade pools, complete with a public engagement strategy



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Year 2023

- Retain a consultant to prepare Urban Design Guidelines for both greenfield and intensification / redevelopment sites within Urban Ayr
- In consultation with the Recreation Division, the Economic Development Advisory Committee and the Leisure & Lifestyle Advisory Committee, prepare in both a print and digital format, the inventory and conceptual alignment of the various trail corridors available for use by residents and visitors
- Develop and launch interactive mapping of land use activities and key points of interest on the Township's website
- In consultation with the Heritage Advisory Committee, update the various self-guided heritage tours and associated materials
- Develop an app for use on smart phones to provide self-guided tours of heritage resources, and, recreational off-road trails

Year 2024

- Initiate the process to update the Township's Official Plan to ensure conformity through the introduction of the conclusions / recommendations arising from the Region's Municipal Comprehensive Review / Official Plan program, and, to establish more comprehensive and inclusive policies dealing with matters such as: transportation, active transportation and transit strategies, urban design guidelines, storm water management strategies, and, climate action plan