

DEVELOPMENT SERVICES DEPARTMENT 2025 – 2027 BUSINESS PLAN

**Shannon Black, CBCO,
Director of Development Services / Chief Building Official**

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 Services 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 Planning Division in 2023/24 was tasked with the implications arising from the implementation of Bill 109 *More Homes for Everyone Act, 2022* and Bill 23 *More Homes Built Faster Act, 2022*. These two pieces of Provincial legislation, in combination with the Province's rollout of the Provincial Planning Statement 2024 in October 2024, have substantially altered the land use development review and approval process. The Planning Division will need to develop and implement new internal processes to deal with accelerated timelines to review Planning Act applications, and, to undertake new responsibilities and mandates for a wider range of services including Approval Authority for plans of subdivision / condominiums; part-lot control by-laws, and, undertaking responsibilities for land use policy areas that were previously vested with the Region of Waterloo.

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

DEVELOPMENT SERVICES DEPARTMENT 2025 – 2027 BUSINESS PLAN

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 responsible and sustainable manner that protects and respects the natural environment, the rural countryside, neighbourhoods and cultural heritage in order to improve the quality of life for current and future residents of the Township, and, to ensure a responsive, robust and proactive administration of the Ontario Building Code to ensure public safety.

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 Planning Statement 2024 and the Township's Official Plan
- *Planning Act* and associated regulations
- Township's Comprehensive Zoning By-law 689-83

DEVELOPMENT SERVICES DEPARTMENT 2025 – 2027 BUSINESS PLAN

Policy Guidelines for Service Delivery (Continued)

- *Ontario Building Code Act* and associated regulations
- Grand River Source Protection Plan
- Township's Building By-law, Sign By-law and other associated By-laws
- Township's Engineering Standards and Specifications
- TransformWR

Key Issues & Challenges

- Implementation of the Growth Management model and the outcomes through the Province's approval of Regional Official Plan Amendment Six (ROPA 6) and the proclamation of Bill 162 *Get It Done Act, 2024* for those elements applicable to North Dumfries
- Adapting the delegated Regional Official Plan, as per the implications of Bill 23 and the removal of the Region of Waterloo from land use planning responsibilities, and integrating area wide systems and networks into the Township's Official Plan. Effective January 1, 2025 the Region of Waterloo is deemed to be an Upper Tier with No Planning Responsibility
- Implementation of Bill 109 *More Homes for Everyone Act, 2022*, as amended, and Bill 23 *More Homes Built Faster Act, 2022*. These two pieces of Provincial legislation, in combination with the rollout of the new Provincial Planning Statement 2024 represent a transformational change to the land use and policy landscape in Ontario
- Transportation, and specifically traffic movements into and throughout urban Ayr and the means to elevate and grow active transportation opportunities throughout the Municipality

DEVELOPMENT SERVICES DEPARTMENT 2025 – 2027 BUSINESS PLAN

Key Issues & Challenges (Continued)

- The integration of the 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 into the Township's Official Plan and land use planning structure
- Implementation of the Grand River Source Water Protection Plan requirements into the day to day lens of the Planning and Building Divisions
- Process mapping and the means / methods to streamline the review and approval process to align with requirements under the *Planning Act* for development applications
- Balancing and projecting residential growth, in the form of intensification / redevelopment of sites, greenfield properties and the rounding out of rural settlement areas as part of the development of a new Official Plan in the context of the implications of Bill 23 and the new PPS 2024
- 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 ? The challenge of incorporating recommendations / action items arising through the Council adoption of TransformWR Implementing key elements of the TransformWR document / program deliverables into the land use process with the overall objective to lower Greenhouse Gas Emissions through sustainable development & building practices

2025 – 2027 Goals

Year 2025

- Finalize the transitional work that was initiated in 2023 and carried into 2024 with the Region and the 6 other area municipalities in Waterloo region in preparation for the downloading of the Region of Waterloo Official Plan into the

DEVELOPMENT SERVICES DEPARTMENT 2025 – 2027 BUSINESS PLAN

Year 2025 (Continued)

Township's planning program and the expanded roster of Planning Authority responsibilities that are resultant from the full proclamation of Bill 23 *More Homes Built Faster Act, 2022*

- Retain a Consultant to assist in the review of the Township's Built Heritage Inventory List and determine what, if any, properties should be potentially elevated to a Part IV heritage designation. This review is to comply with the applicable provisions of Bill 23 *More Homes Built Faster Act, 2022*, as amended, which now has a finalization date of January 1st, 2027. This review will be completed in consultation with the Heritage Advisory Committee
- Review and assess an update to the Township's ancillary dwelling units in the Comprehensive Zoning By-law so as to align with Bill 23 *More Homes Built Faster Act, 2022* and expanded opportunities for rural settlements & the rural countryside
- Retain a Consultant to assist in the public consultation and functional update to the Township's Official Plan to reflect the downloading of the Region of Waterloo Official Plan as per the full proclamation of Bill 23 *More Homes Built Faster Act, 2022*, and, the release of the new Provincial Planning Statement 2024. As part of the preparation of the new Official Plan, the key tenets of the TransformWR program related to the land use realm will be revisited, and where applicable to North Dumfries, incorporated into the draft Official Plan for review / discussion
- Develop and implement a new homeowner's education / awareness campaign for posting on the website and for distribution by the Builders'
- Update and modernize the Township's Building By-law
- Present for Council's consideration and direction the High Building Performance Standards that have been developed in partnership with the 6 other area municipalities to provide a framework for more progressive and responsive outcomes for new development

DEVELOPMENT SERVICES DEPARTMENT 2025 – 2027 BUSINESS PLAN

Year 2026

- Finalize the update and modernization of the new Official Plan for the Township
 - With the assistance of a Consultant, embark upon a comprehensive program to overhaul and modernize General Zoning By-law 689-83
- Year 2026 (Continued)**
- Finalize the review of various heritage buildings to determine whether they should be elevated to a Part IV designation status under the Ontario Heritage Act
 - In consultation with the Leisure & Community Services Department, develop a Parks Plan in support of the open space and outdoor recreational / leisure amenities
 - In consultation with the Recreation Division 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
 - 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 2027



DEVELOPMENT SERVICES DEPARTMENT 2025 – 2027 BUSINESS PLAN

- Finalize the review and modernization of the General Zoning By-law 689-83
- Reassess and where necessary, update and revise, the internal processes that were deployed for the review / decision making models for *Planning Act* applications to conform with Bill 109 *More Homes for Everyone Act, 2022, as amended*

Year 2027 (Continued)

- Assess and expand opportunities to grow the Active Transportation model within Ayr, and, identify opportunities in the rural countryside / rural settlement areas with recommendations for inclusion in the Capital Budget Forecast
- Assess off-road trail connections linking rural settlements / rural countryside to adjacent Municipalities, and, Roseville to Ayr