



DEVELOPMENT SERVICES DEPARTMENT 2026 – 2028 BUSINESS PLAN

**Andrew McNeely,
Chief Administrative Officer**

Overview

The Development Services Department administers and oversees key aspects of the growth management, land use and development functions of the Corporation. The Department consists of four Divisions, namely: Planning Services, Building Services, Economic Development & Tourism and, Bylaw Enforcement.

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.

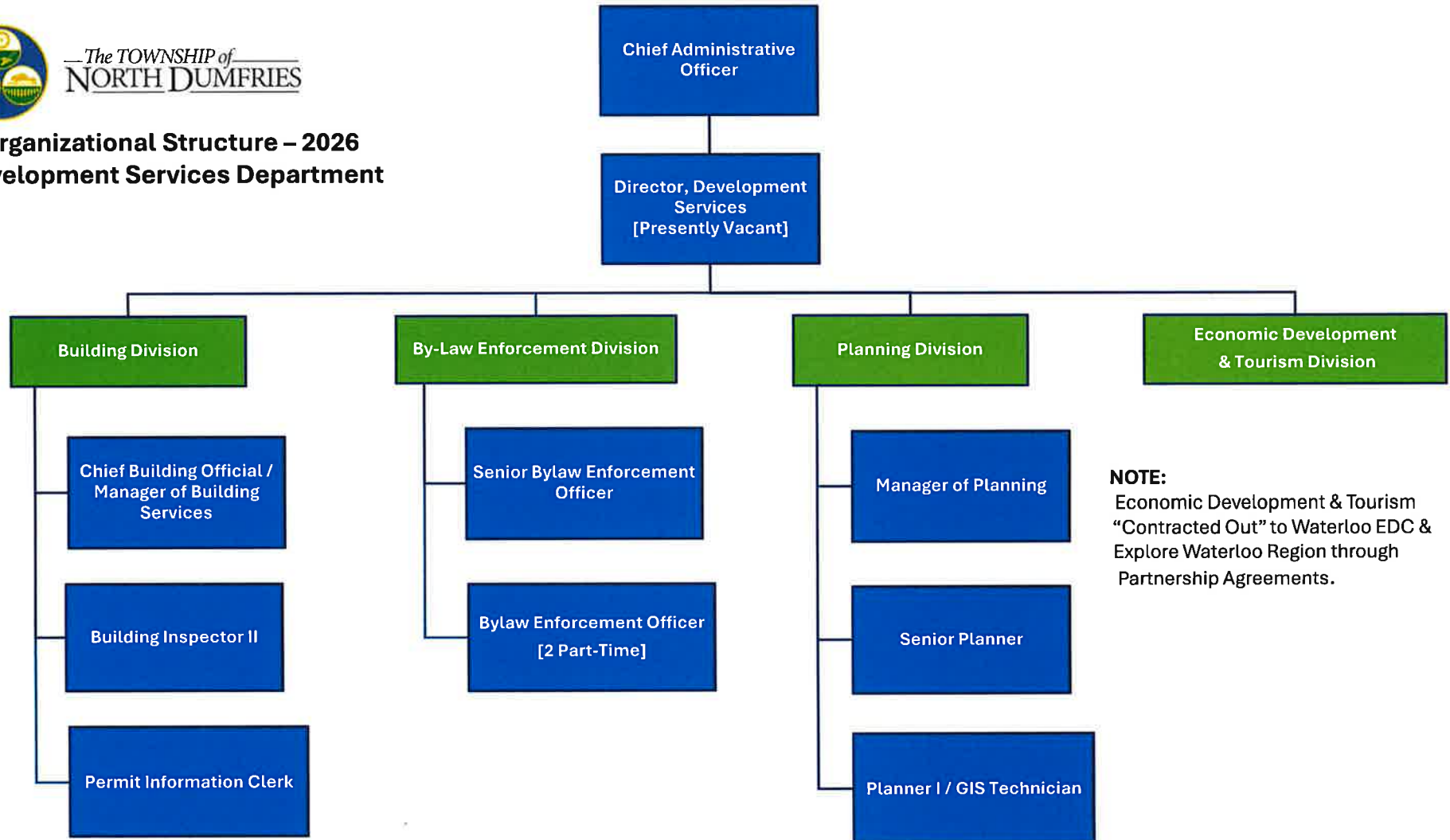
The *Building Division* is responsible for the administration of the *Ontario Building Code Act* and related Council approved Building By-laws. The Division oversees the Permit application review, approval and inspection processes associated with all building categories (small, large and complex); plumbing 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.

The *Economic Development & Tourism Division* administers the Contracts with the Waterloo Regional Tourism & Marketing Corporation (Explore Waterloo Region) and with the Waterloo Economic Development Corporation (Waterloo EDC). The Division represents the first point of contact for potential investors or business representatives associated with business development, retention or expansion opportunities.



The TOWNSHIP of
NORTH DUMFRIES

Organizational Structure – 2026 Development Services Department





DEVELOPMENT SERVICES DEPARTMENT 2026 – 2028 BUSINESS PLAN

Overview (Continued)

The *Bylaw Enforcement Division* are responsible for investigating, administering and enforcing various Municipal by-laws that have been adopted by Council.

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
- Promote and support business attraction, retention and expansion opportunities to grow employment locally
- Develop responsive Bylaws to support neighbourhoods. Through education and awareness be proactive in the enforcement of Township Bylaws

DEVELOPMENT SERVICES DEPARTMENT 2026 – 2028 BUSINESS 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
- *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
- Various Bylaws adopted by Council with respect to the protection of neighbourhoods, properties and parking
- Provincial Offences Act

Key Issues & Challenges

- Implementation of the Growth Management model and the development of a new Official Plan for the time period post 2051



DEVELOPMENT SERVICES DEPARTMENT 2026 – 2028 BUSINESS PLAN

Key Issues & Challenges (Continued)

- 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 was deemed to be an Upper Tier with No Planning Responsibility
- Transportation, and specifically traffic movements into and throughout urban Ayr and the means to elevate and grow active transportation opportunities throughout the Municipality
- 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



DEVELOPMENT SERVICES DEPARTMENT 2026 – 2028 BUSINESS PLAN

2026 – 2028 Goals

Year 2026 Planning, Building & Bylaw Enforcement

- In coordination with the Heritage Advisory Committee 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.
- 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.
- 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
- Undertake the mandatory septic inspection program for select properties within the wellhead protection areas as identified through the Source Protection program



DEVELOPMENT SERVICES DEPARTMENT 2026 – 2028 BUSINESS PLAN

- Assess the opportunities for a digital software and associated mobile technology for parking enforcement
- Review, and where necessary, update Salespersons, Hawkers & Peddlers By-law 1374-92, Regulate Dogs, Dog Licensing & Kennels Bylaw 3160-20, Off-Road Vehicles Bylaw 3210-20, Parks Bylaw 2985-18 and Sign Bylaw 2491-12
- Undertake a review with Recommendations to Council on the framework of a Bylaw to regulate the provision of external light and its influence on adjacent properties / roads

Year 2027

- Finalize the update and modernization of the new Official Plan for the Township
- 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 Community Programming & Engagement 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
- Evaluate and confirm Level of Service Standards for the By-law Enforcement Division for review by Council



DEVELOPMENT SERVICES DEPARTMENT 2026 – 2028 BUSINESS PLAN

Year 2027 (Continued)

- Review, and where necessary, update Exotic Pets Bylaw 3281-21, Mobile Food Vehicle Bylaw 3305-22, and Traffic & Parking Bylaw 2564-13, as amended

Year 2028

- With the assistance of a Consultant, embark upon a comprehensive program to overhaul and modernize 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
- 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
- Review, and where necessary, update Noise Bylaw 3421-23 and Road Use Bylaw 3318-22



DEVELOPMENT SERVICES DEPARTMENT 2026 – 2028 BUSINESS PLAN

2026 – 2028 Goals Economic Development & Tourism

Year 2026

- Identify the key outcomes and recommendations arising from the finalization of the Joint Waterloo Region Township Economic Development Strategy administered through the Waterloo EDC and how this affects the planning and program development opportunities for the Township
- Continue to engage and leverage the opportunities afforded the Municipality through its partnership in the Waterloo Economic Development Corporation (Waterloo EDC) and the Waterloo Regional Tourism Marketing Corporation (Explore Waterloo Region)
- Update the 2018 Downtown Ayr: Strategic Action Plan for Revitalization in consultation with business leaders and the Community
- Develop an Economic Profile of the Township for viewing in both a print and digital format
- In partnership with the Waterloo-Wellington Community Futures Corporation, provide local workshops and forums to support businesses with enhanced skills, development networks, and, elevating the presence of support opportunities

Year 2027

- Host a business forum with a cross-section of community leaders to bring the sector together to learn more about the services, programs and contacts available to assist in business retention, expansion and attraction. The objective is to make this an annual event.
- Assess the implications and opportunities of a Community Improvement Plan for Downtown Ayr, the Ayr Business Park and the Highway 401 / Cedar Creek Industrial Area



DEVELOPMENT SERVICES DEPARTMENT 2026 – 2028 BUSINESS PLAN

- In partnership with the Community, establish walking and motoring tours of key heritage sites across the Township
- Continue to engage and leverage the opportunities afforded the Municipality through its partnership in the Waterloo Economic Development Corporation (Waterloo EDC) and the Waterloo Regional Marketing and Tourism Corporation (Explore Waterloo Region)
- Continue with the rollout of the deliverables arising from the approval of the updated Downtown Ayr: Strategic Action Plan for Revitalization
- Continue forward with the partnership with the Waterloo-Wellington Community Futures Corporation to provide local workshops and forums to support businesses with enhanced skills, development networks, and, elevating the presence of support opportunities

Year 2028

- Prepare in-house a Tourism Strategy for the 2029 to 2033 time period leveraging from the Township's partnership with the Waterloo Region Marketing and Tourism Corporation (Explore Waterloo Region)
- Continue to engage and leverage the opportunities afforded the Municipality through its partnership in the Waterloo Economic Development Corporation (Waterloo EDC) and the Waterloo Regional Tourism Marketing Corporation (Explore Waterloo Region)
- Continue with the roll out of the deliverables arising from the approval of the updated Strategic Plan of Action for the revitalization of Downtown Ayr
- Continue forward with the partnership with the Waterloo-Wellington Community Futures Corporation to provide local workshops and forums to support businesses with enhanced skills, development networks, and, elevating the presence of support opportunities