Staff Report
Planning and Development Services – Planning, Development & Building

Report To: Committee of the Whole
Meeting Date: December 9, 2019
Report Number: PDS.19.148
Subject: PDS Overview
Prepared by: Nathan Westendorp, Director Planning & Development Services

A. Recommendations

THAT Council receive Staff Report PDS.19.148, entitled “PDS Overview”; for information purposes.

B. Overview

This report is intended to provide an overview of the Planning & Development Services Department processes related to development review, approvals as well as the building permit process.

C. Background

Council directed staff to prepare a follow-up report regarding the provision of notices for Town-related matters, including land use planning matters. On October 28, 2019, staff provided an information report to the Communications Advisory Committee regarding how Planning Notices are provided by the Town. This report was then considered by Committee of the Whole on November 18, 2019. Furthermore, Council recently attended a training session facilitated by Planning & Development Services staff regarding the land use planning and development processes. This report is intended to provide overview information to Council and the public regarding the processes and considerations that are involved in the planning, development, and building of properties within the Town.

D. Analysis

Planning Services

The framework which governs the land-use planning system in Ontario is centered upon the Planning Act. This legislation is divided into major themes called Parts, and the Parts are further refined into smaller Sections. Within the Sections are the steps necessary to process, review and approve (or deny) the different types of land-use planning applications. The
Planning Act also has procedures prescribed by regulations (known as O.Regs) that further set out notice requirements including instructions for public participation.

A basic flowchart of the planning process has been provided for the land-use planning applications below (please refer to Attachment #1)

- Draft Plan of Subdivisions (Section 51 - Planning Act)
- Official Plan Amendments (Sections 17 & 21 - Planning Act)
- Condominium Exemptions (Section 9 - Condominium Act)
- Zoning By-law Amendments (Section 34 - Planning Act)
- Remove Holding “h” Symbol By-laws (Section 36 - Planning Act)
- Site Plan Control Agreements (Section 41 - Planning Act)
- Consents (Section 53 - Planning Act)
- Minor Variances (Section 45 - Planning Act)

Given the technical nature and legal language of the legislation, the process flowcharts have been purposely simplified. The point where public participation may begin in each planning process has been identified with the symbol below:

Many applications under the Planning Act require a statutory public meeting. Where a statutory public meeting is required for a particular type of planning application this fact has also been identified within the flowcharts. However, it should be noted that certain applications do not require a statutory public meeting (ex. Site Plan Approvals). It is important to note that the Town’s Procedural Bylaw recognizes the important role community engagement has in the municipality’s governance and decision making. As such, there are opportunities embedded within Committee and Council agendas whereby citizens and stakeholders are given the opportunity to speak to Council. These are commonly referred to as either deputations or statements made during a public comment period. However, it is critical to understand that any oral comments any member of the public may have on a specific planning application be provided at the statutory public meeting. This is important because it ensures those comments are documented as part of the planning file records. Any comments regarding a planning application anyone may still have after a public meeting should be provided in writing. To be clear, any oral comments provided to Council after the public meeting are not eligible for consideration under the Planning Act.

Development Engineering Services

The Engineering review of proposed developments, as referenced in Attachment #2, while adjusted to suit the nature of each proposed development, generally feature the following stages:
A. Pre-consultation to verify off-site design capacity of roads, water distribution, sewage collection and stormwater management infrastructure

B. Pre-Submission Discussions to verify Design Concepts

C. Preliminary & Detail Design Review & Consultation

D. Construction site-processes

E. Post Construction activities

F. “Other Duties”.

A. Pre-consultation to verify off-site design capacity, is a high level “50,000 foot” view of the proposed development to ensure that issues such as those listed below have been adequately considered:

- transportation & parking (including County & MTO)
- stormwater runoff (peak & volume, and treatment)
- water supply (domestic & fire) distribution & treatment
- sanitary sewerage collection & treatment (flow & effluent characteristics)
- integration of trails & fire-routes

B. Following Pre-consultation, pre-submission discussions occur to verify design concepts. This includes consideration of matters such as:

- whether the development should incorporate Rural or Urban Road Section,
- low impact development measures or a downstream Storm Water Management pond
- gravity or a low-pressure sanitary system (and in some cases sewage effluent pre-treatment)
- tree preservation on lots or pre-grading & compensatory planting
- Sidewalk & Trail locations
- off-site works such as Water Booster Pumping Station upgrades and/or reservoir expansion
- Stormwater Management Ponds, and Sanitary Sewer or Pumping Station upgrades.

C. During Preliminary & Detail Design; review & consultation is undertaken to finalize items such as:

- road geometrics & structural composition
- signage
- storm channel/culvert/pipe sizing & storm water management efficacy
- sanitary sewer velocities (min/max) materials & bedding
- watermain layout & hydrant locations & flows; utility crossing locations & clearances
- trails & sidewalk AODA compliance
- development agreement conditions

D. Construction site-processes include activities such as:

- verifying Approved for Construction (AFC) compliance, ground conditions & workmanship
• Construction Best Practice & Ontario Provincial Standards adherence
• siltation & erosion control, and dust suppression
• road, Watermain, Sanitary & Storm commissioning
• resident Liaison on Construction impacts.

E. Following Construction, post construction activities such as:

• security release work verification & certification
• assumption site & office process
• post completion legal issues

F. Additionally, Development Engineering staff also provide engineering support to:

• transportation, water, sanitary, and stormwater EA’s and studies
• assist with resolution and/or mitigation of issues
• identification of climate change adaption measures.

Ongoing challenges faced by Development Engineering include:

• ensuring the Public has sufficient information on upcoming development projects, (particularly with respect to trails & sidewalks).
• creating a trust based versus adversarial relationship with the Development Industry, to reduce costs & enhance opportunities for both parties.
• resolving Tree preservation conflicts with the grading alterations required to implement stormwater management.
• working with the Town’s Operations Department to update the Town’s Engineering Standards.

Building Services

The Town of The Blue Mountains Building Services Division is an essential service which provides valuable information to the public for the development of construction projects and the issuance of building permits. Attachment #3 “Building Processes” is a valuable guide to assist individuals navigate their way through the building process from the start of the project to the completion of the building. Individuals who are proposing to construct buildings or structures are strongly encouraged to consult with the Building Services Division at an early stage in their planning schedule. Building staff will assist individuals by providing useful zoning information for various properties and outline specific requirements pertaining to the permitted use of the land, required setbacks, lot coverage, building height, accessory buildings and much more.

Building Services staff will also explain the requirements and the process for issuing Building Permits under the Building Code Act and the Ontario Building Code. Individuals will be informed of the specific requirements for the submission of a complete application, the steps for the issuance of the permit, the process for plans review, required mandatory inspections, procedure for scheduling inspections, expected fees and the expectations of the permit holder.
It is the role of every person who causes a building to be constructed: to cause the building to be constructed in accordance with the Act and the building code; to ensure that the construction does not proceed unless a permit has been issued and to ensure that the construction is carried out by persons with the qualifications and insurance. It is the role of the builder to construct the building in accordance with the permit; to use appropriate building techniques to achieve compliance with the Act and building code; and when site conditions affect compliance with the building code, to notify the designer and an inspector, as appropriate. It is the role of an inspector to exercise powers and perform duties under the Act and the building code in connection with reviewing plans, inspecting construction and issuing orders in accordance with the Act and building code.

The goal of the Building Services Division is to provide a one stop approach for all individuals to easily navigate their way through their building project to save time and money. Additional services include the intake of entrance permit applications, civic addressing, monthly reports and statistics, zoning compliance certificates, water meter distribution, grading reviews, general property inquiries and zoning and building code interpretations. The staff in the Building Services Division strives to provide excellent customer service to all property owners, contractors, designers and building professionals and encourages pre-consultation for all building projects.

E. The Blue Mountains Strategic Plan

Goal #2: Engage Our Communities & Partners
Objective #3 Strengthen Partnerships

Goal #4: Promote a Culture of Organizational & Operational Excellence
Objective #1 To Be an Employer of Choice
Objective #2 Improve Internal Communications Across our Organization
Objective #3 To Consistently Deliver Excellent Customer Service
Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

F. Environmental Impacts

None

G. Financial Impact

None

H. In consultation with

Shawn Everitt, CAO
I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Nathan Westendorp, directorplanningdevelopment@thebluemountains.ca

J. Attached

1. Attachment 1 Mapping Out the Planning Process
2. Attachment 2 Development Engineering Process
3. Attachment 3 Building Process

Respectfully submitted,

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Trevor Houghton, MCIP, RPP
Manager Community Planning

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Brian Worsley, P.Eng., MICE, PMP
Manager Development Engineering

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Tim Murawsky, CBCO
Manager Building Services & Chief Building Official

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Nathan Westendorp, RPP, MCIP
Director of Planning and Development Services
For more information, please contact:
Nathan Westendorp
directorplanningdevelopment@thebluemountains.ca
519-599-3131 extension 246
Planning Department

Mapping out the Planning Process

Trevor Houghton
Manager of Community Planning

November 8th, 2019
Draft Plan of Subdivisions (including red-line revisions)

1. Pre-consultation with Staff
2. Formal Application Submitted
3. Application reviewed for Completeness
4. Notice of Complete Application Circulated
5. Technical review by Staff
6. Notice of Public Meeting Circulated
7. Public Meeting
8. Plan & Conditions of Draft Approval finalized
9. Staff Report with recommendations to Town Council
10. Staff Report with recommendations to Town Council
11. Town Council Decision
12. Town Council decision sent to the County
13. County Staff Report to County Council
14. County Decision
15. Final Decision Circulated
Official Plan Amendments

1. Pre-consultation with Staff
2. Formal Application Submitted
3. Application reviewed for Completeness
4. Notice of Complete Application Circulated
5. Technical review by Staff
6. Notice of Public Meeting Circulated
7. Public Meeting
8. OPA finalized & outstanding issues resolved
9. Staff Report with recommendations to Town Council
10. Town Council decision sent to the County
11. County Staff Report to County Council
12. County Decision
13. Final Decision Circulated
14. Town Council Decision
Condominium Exemptions

1. Pre-consultation with Staff
2. Formal Application Submitted
3. Application reviewed for Completeness
4. Technical review by Staff
5. Condo Plans Finalized
6. Staff Report with recommendations to County
7. County Staff review Application and Town Staff Report
8. County Decision
9. County decision sent to Land Registry Office
10. Condominium Registered
Zoning By-law Amendments

1. Pre-consultation with Staff
2. Formal Application Submitted
3. Application reviewed for Completeness
4. Notice of Complete Application Circulated
5. Technical review by Staff
6. Notice of Public Meeting Circulated
7. Public Meeting
8. ZBA finalized & outstanding issues resolved
9. Staff Report with recommendations to Town Council
10. Town Council Decision
11. Final Decision Circulated
Remove Holding “h” Symbol By-law

1. Pre-consultation with Staff
2. Formal Application Submitted
3. Application reviewed for Completeness
4. Technical review by Staff
5. Notice of Intent to remove “h” Circulated
6. ZBA finalized & outstanding issues resolved
7. Staff Report with recommendations to Town Council
8. Town Council Decision
Site Plan Control Agreements

1. Pre-consultation with Staff
2. Formal Application Submitted
3. Application reviewed for Completeness & Circulated
4. 1st technical review by Staff, comments provided to Applicant
5. Applicant re-submits their revised drawings
6. 2nd technical review by Staff, comments provided to Applicant
7. Applicant submits their “Final” Drawings
8. Final technical review by Staff
9. Staff Report with recommendations to Director
10. Director Decision
11. Staff Report with recommendations to Director
12. Agreement finalized and Executed by the Parties
13. Registration of Agreement on Title

Town Solicitor prepares draft Agreement
Applicant reviews draft Agreement
Agreement finalized and Executed by the Parties
Registration of Agreement on Title
Consents

1. Pre-consultation with Staff
2. Formal Application Submitted
3. Application reviewed for Completeness
4. Notice and Mailing Listed Created
5. Notice of Public Meeting Circulated
6. Committee of Adjustment Public Meeting
7. Committee Decision
8. Decision Circulated
9. If no Appeals the Applicant to satisfy any Conditions
10. Conditions Fulfilled
11. Certificate of Official Issued
Minor Variances

1. Pre-consultation with Staff
2. Formal Application Submitted
3. Application reviewed for Completeness
4. Notice and Mailing List Created
5. Notice of Public Meeting Circulated
6. Committee of Adjustment Public Meeting
7. Committee Decision
8. Decision Circulated
9. If no Appeals the Applicant to satisfy Conditions (if any)
10. Conditions Fulfilled
11. Decision is Final and Binding
Planning & Development Services

Development Engineering ‘101’

Brian Worsley
Manager, Development Engineering

November 8th, 2019
Pre-consultation (50,000’) to verify off-site design capacity for:
- Transportation & Parking, (with County & MTO);
- Stormwater runoff, (Peak & Volume);
- Sanitary sewerage, (Peak & BOD);
- Water supply, (Domestic & Fire); and
- Integration of trails & fire-routes.

Pre-Submission Discussions to verify Design Concepts:
- Rural or Urban Road Section;
- LID or downstream SWM Pond;
- Tree Preservation on Lots or Pre-grade & Plant
- Gravity or LP Sanitary;
- Sprinklered Multi’s or Booster WPS;
- Concrete Sidewalk or Granular Trail

Off site works, (Pond, Sewer, Pumping Station, Plant expansion), to create capacity

Planning Approvals
Preliminary & Detail Design Review & Consultation for:
- Road geometrics, Asphalt & Granular, and Signage;
- Storm channel/culvert/pipe sizing & SWM efficacy;
- Sanitary velocities (min/max), materials & bedding;
- Watermain layout & hydrant locations & flows;
- Utility crossing / clearances;
- Trails & Sidewalk OADA compliance.

Development Agreement Input

Construction Site Process:
- AFC compliance, ground conditions & workmanship;
- Construction Best practice & OPS adherence;
- Siltation & erosion control, and dust suppression;
- Road, Watermain, Sanitary & Storm commissioning;
- Resident Liaison on Construction impacts;
- Security Release work verification & certification;
- Assumption Site & Office Process;
- Post Completion legal issues.

Execution of Development Agreement
Building Services

Building Process TBM

Tim Murawsky
Manager Building Services & CBO
Building Processes *(Little steps for a big dream)*

- Pre-consultation with Staff
- Electronic Permit Application
- Permit Intake
- Zoning Review
- Grading Review
- Building Code Plans Review
- Calculation of Fees
- Issue Building Permit
- Inspection Requests
- Building Inspections
- Permission to Occupy
- Final Inspection
- Completion of Permit
Where do I start?

• Contact the Building Department
  • Call 519-599-3131
  • Visit us at the Town Hall, 32 Mill St, Thornbury
  • Look us up on our website www.thebluemountains.ca
Pre-Consultation with the Building Services Division

• The staff at the Building Services Division will assist you with making your dreams, investment and lifestyle come true.
  • They will help you understand the building process.
  • You will learn what is permitted on your property.
  • They will assist you with the building permit application.
  • You will learn the design expectations.
  • They will explain the inspection process.
  • They can help you with your questions.
Are there any restrictions on my property?

- The Building Services Division will review the zoning of your property to determine:
  - Permitted uses
  - Setback requirement
  - Height restrictions
  - Lot coverage
  - General provisions
  - Parking
  - Applicable agencies and authorities
When do I need a Building Permit?

A Building Permit is required when you are:

• constructing a new building over ten square meters (108 sq. ft.)
• making renovations or repairs to the building
• demolishing all or part of a building
• installing new or altering existing building systems
• Installing, altering, extending or repairing a plumbing system
• installing, altering, extending or repairing an on-site sewage system
What is a Building Permit?

- A Building Permit is a licence giving permission for the construction of a building in accordance with the Ontario Building Code.

What is the Ontario Building Code?

- The Ontario Building Code is a set of regulation outlining the minimum requirements for the construction of buildings.
Why do I need a Building Permit?

• Building Permits ensure that buildings comply with:
  o the uniform minimum standards for the safety of buildings, including Health & Safety, Fire protection, Structural sufficiency, Construction materials and Plumbing and Mechanical systems.
  o other applicable legislation, including Municipal By-laws, Conservation Authorities, Niagara Escarpment Commission, Ministry of Transportation, Ministry of the Environment etc.
How do I apply for a Building Permit?

- Visit the Building Services page on the Town’s website to access our Permit Guides. These guides provide links to fillable PDF forms which can be completed on-line. The guides also provide a list of required supporting submission documentation.

- Applications and inquiries may also be submitted through the Town’s website on our new Web Portal. This portal provides another method of submission for building permits and inspection requests.

- Building Services has an electronic plans review process and all permit applications are processed by electronic means. Applications are accepted by email or by using the Town's secure ShareFile system.
Application Review Process

- The Permit Intake Coordinator will perform a cursory pre-screening of your application to confirm that the following information has been received and the application is deemed complete:
  - Building Permit Application forms and Designer Information submitted.
  - Architectural, Structural and Mechanical drawings contain sufficient information.
  - Site and Site plan
  - Agency approvals (Grey Sauble Conservation Authority, Niagara Escarpment Commission, Ministry of Transportation, etc.)
Plans Review Process

• The Zoning Coordinator will review your proposal in order to determine compliance with the Zoning Bylaw.

• Concurrently and if applicable, a review of a submitted proposed grading plan will be conducted.

• Once zoning has been deemed compliant, a Plans Examiner will review the project to determine substantial compliance with the regulations in the Ontario Building Code.

• Design questions with regards to Building Code compliance are directed to the applicant and/or designer for comments.
• During the plans review process, the permit fees, development charges, entrance permits fees and water meter fees will be calculated and the applicant will be notified.

• A Building Permit will be issued upon receipt of payment.

• Payments may be made by cash, cheque or credit card.
Once the reviews are completed and the fees have been paid, the permit package will be issued electronically.

Applicant shall ensure that:

- Building permit placards are posted on site.
- Construction plans are to be printed and available on-site for viewing by the Building Inspector.
- Approved construction plans are reviewed for compliance with the minimum requirements regulated in the *Ontario Building Code*.
- The construction of the building shall be in accordance with the *Building Code Act* and the *Ontario Building Code*. 
If changes to the construction of the building are proposed after a building permit has been issued, the proposed changes shall be submitted to the Building Services Division to confirm construction complies with the Ontario Building Code, prior to proceeding.