

Development Services

The Development Services Department promotes and facilitates well-managed growth and development through strategic land-use planning, development control and associated activities under the Planning Act of Ontario. This department processes and makes recommendations to Council on various applications for all types of residential, commercial, industrial, mixed-use and institutional development proposals. It also reviews and approves the design and construction of roads, sanitary sewage disposal, drinking water supply, grading and stormwater management facilities, and other infrastructure needed to support new development. The department is also responsible for the administration and enforcement of the Ontario Building Code as it relates to the construction or demolition of buildings and structures, and the installation and maintenance of on-site private sewage systems.

2022 Success Story



Over the past year, the Planning Policy Division has undertaken or been involved in a number of major projects and initiatives, including:

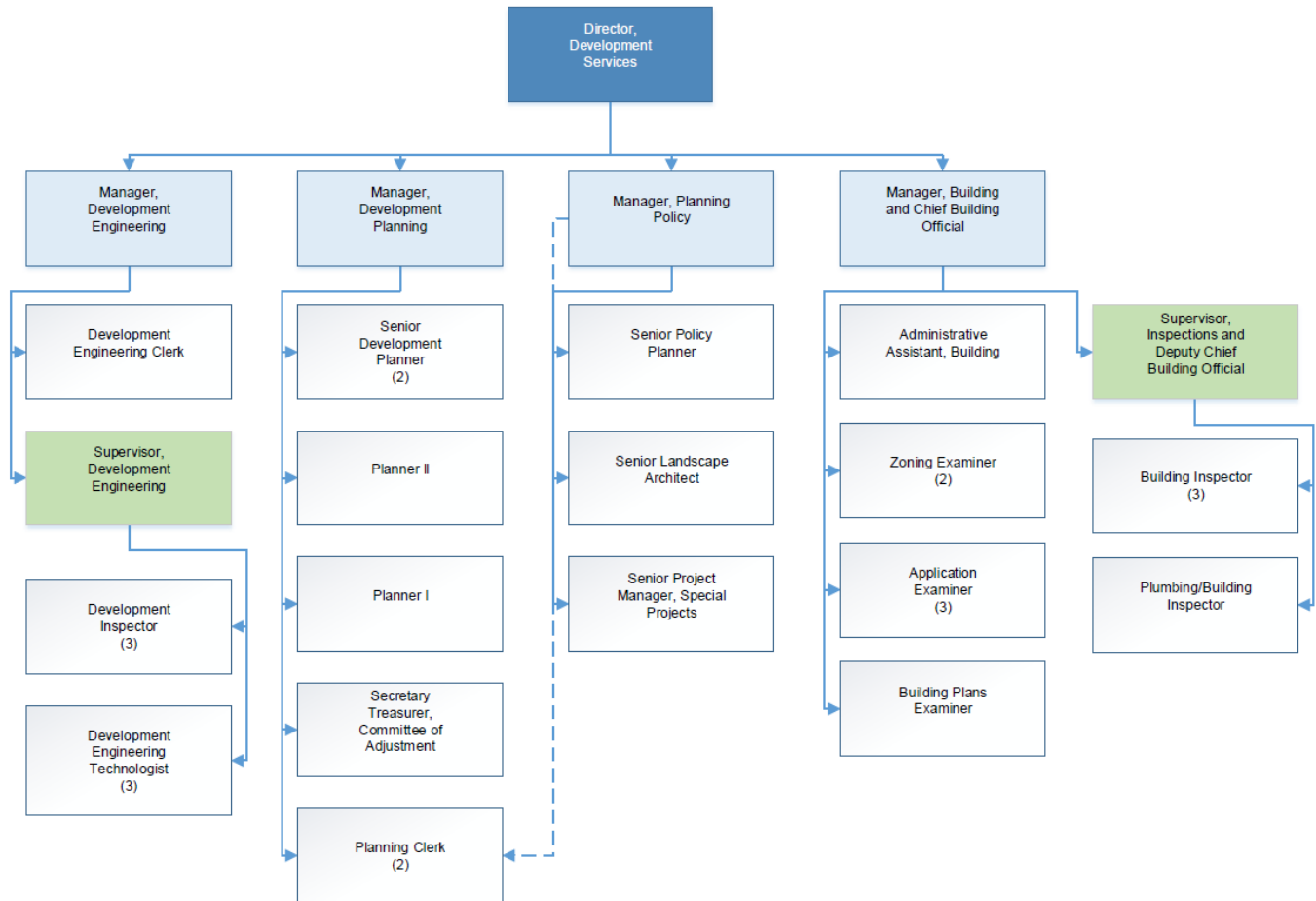
- Substantial completion of the Keswick Secondary Plan Review and Update

- Preparation of a Proposed Comprehensive Zoning By-law for the Countryside Area of Georgina
- Participation in and reporting on the York Region Municipal Comprehensive Review of the Region's Official Plan
- Advancement of the Lake Drive Shoreline Jurisdiction Action Plan
- Review and update the Tree Preservation and Compensation Policy and reporting on a possible tree cutting by-law
- Review and update of the conditions of approval for the Panattoni Draft Plan of Subdivision in the Keswick Business Park

The Building Division has continued to implement and expand on its service delivery through an online portal for building permit applications. The division is also moving forward with the development of an expedited application process to review and issue permits for smaller buildings and structures. Permits for residential development remained relatively strong in 2022 and a number of permits for larger ICI projects were also issued. The Development Engineering Division has continued to expand and improve on its online permitting program for site alteration permits through a new online application portal. The division reviewed and approved new municipal infrastructure supporting development including 3.2 kilometres of new roads and underground infrastructure valued at \$4.1 million. Some major accomplishments include the Catering Road underground services installation and road reconstruction, and the Dovedale Drive underground services and road connection. The division also adopted the new York Region Inflow and Infiltration Design Standards, and continues to work on a comprehensive review and update of the Town's Development Design Criteria.

The Development Planning Division's increased focus on the Keswick Business Park continued in 2022, with the processing of development applications for an international trucking company on a site in the southerly portion of the business park. In the northerly portion of the business park, a revised plan of subdivision was approved and site works are well advanced for the construction of the first large industrial building in the business park, which will front onto Woodbine Avenue. Interest in residential development in Keswick also remains strong with the submission of applications for draft plans of subdivision for 404 units north of Ravenshoe Road and 223 units south of Old Homestead Road in Keswick. Several residential infill projects of varying sizes in Keswick are also in process, along with a number of smaller redevelopment and consent applications in both Keswick and Sutton.

Organizational Chart



Divisions

- Building Division
- Development Engineering Division
- Development Planning Division
- Planning Policy Division

Key Projects for 2023

- Continue the review, assessment and adjustment of current department procedures and practices to ensure compliance with all legislative requirements under the Ontario Building Code, Bill 108, Bill 109, Bill 23, the Planning Act, the Municipal Act, other related regulations, by-laws and administrative policies
- Monitor and assess the implementation of online building and other development applications in order to enhance customer service and improve processing timelines
- Continue to support the process of obtaining a Development Tracking System in the earliest possible timeframe
- Continue to dedicate required resources to support the implementation of the Lake Drive Shoreline Jurisdiction Action Plan



GEORGIA

2023 OPERATING BUDGET

Development Services - Department Administration - Budget Details

	2023 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/ INFLATIONARY	OTHER	2023 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	COMMENTS
Administration									
Expense									
Salaries and Benefits	207,700	0	0	34,590	0	242,290	17%	34,590	Increase in Salaries and Benefits
Staffing Other Direct Expenses	4,360	0	0	0	0	4,360	0%	0	
Other Direct Costs	900	0	0	0	0	900	0%	0	
Expense Total	212,960	0	0	34,590	0	247,550	16%	34,590	
Administration Total	212,960	0	0	34,590	0	247,550	16%	34,590	
Grand Total	212,960	0	0	34,590	0	247,550	16%	34,590	

Development Services – Building Division

The Building Division is responsible for the enforcement of the Ontario Building Code as well as administration and enforcement of the Council-approved Building By-law, Zoning By-law and Pool Enclosure By-law. In addition, the Building Division provides guidance to residents and builders through the building permit process. This includes assisting with construction, renovation and demolition permit applications for a variety of projects including houses, commercial and industrial buildings, as well as pool enclosures.

Services provided by the Building Division include:

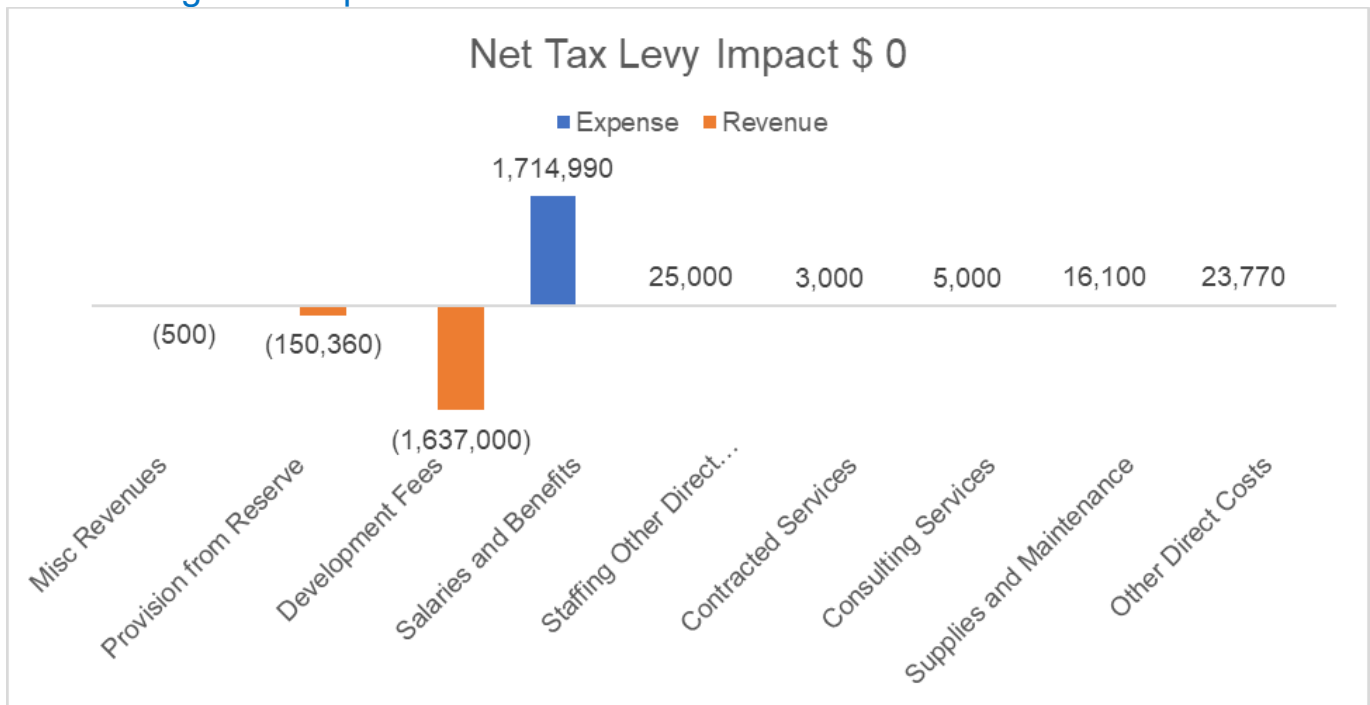
- Review and issuance of permits for construction, demolition and pool enclosure permit applications
- Inspection of all work related to construction, demolition and pool enclosure permits
- Inspection and enforcement of the Backflow and Cross Connection Control By-law
- Investigations of illegal construction and demolition
- Administer the Maintenance Inspection Program for septic systems within 100 metres of lakes and streams

\$ 112.1 million –
Construction value of
building permits issued
(January through Oct)

7,816 – Building permit
inspections completed
(January through Oct)

442 – Number of
building permits issued
(January through Oct)

2023 Budgeted Expenditures and Revenues



2022 Accomplishments

- Implemented an online portal to provide expanded access to Building Division services such as inquiries, pool enclosure permit applications, and building permit applications
- Inspected properties subject to the Septic Maintenance Inspection Program to minimize risk to the Lake Simcoe Watershed
- Completed 7,816 building inspections between January and October of 2022
- Issued 442 building permits between January and October for a total construction value of \$112.1 million

Key Projects for 2023

- Work with key stakeholders to develop a streamlined permit process for small projects including sheds, decks, detached garage, septic system repairs.
- Inspect major Town projects such as the Multi-use Recreation Complex
- Inspection of the Keswick Business Park Development
- Inspect the construction of new homes in six large subdivision projects including:
 - Hedge Road Landing development (Jackson's Point/Sutton)
 - Simcoe Landing – Phase 9 subdivision (south Keswick)
 - Treasure Hill subdivisions (north Keswick)
 - Delpark (Sutton)
 - Ainsley Hill (Sutton)
 - Ballymore Glenwoods (Keswick)



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2023 OPERATING BUDGET

Development Services - Building - Budget Details

2023 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/ INFLATIONARY	OTHER	2023 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	COMMENTS
Administration								
Revenue								
Development Fees	(1,468,000)	(169,000)	0	0	0	12%	(169,000)	Increase in revenue for applications and inspections
Misc Revenues	(500)	0	0	0	0	0%	0	
Provision from Reserve	(127,090)	0	0	(23,270)	(150,360)	18%	(23,270)	To fund operating shortfall
Revenue Total	(1,595,590)	(169,000)	0	0	(1,787,860)	12%	(192,270)	
Expense								
Salaries and Benefits	1,527,980	3,000	0	184,010	1,714,990	12%	187,010	Increase in Salaries and Benefits
Staffing Other Direct Expenses	24,000	1,500	0	0	25,000	4%	1,000	
Consulting Services	5,000	0	0	0	5,000	0%	0	
Contracted Services	3,000	0	0	0	3,000	0%	0	
Supplies and Maintenance	5,500	2,000	0	0	6,500	18%	1,000	
Other Direct Costs	13,500	0	0	2,000	15,500	15%	2,000	
Expense Total	1,578,980	6,500	0	184,010	1,769,990	12%	191,010	
Administration Total	(16,610)	(162,500)	0	(22,770)	(17,870)	8%	(1,260)	
Fleet								
Expense								
Supplies and Maintenance	9,600	0	0	0	9,600	0%	0	
Other Direct Costs	7,010	0	1,260	0	8,270	18%	1,260	
Expense Total	16,610	0	1,260	0	17,870	8%	1,260	
Fleet Total	16,610	0	1,260	0	17,870	8%	1,260	
Grand Total	0	(162,500)	0	(22,770)	0		0	

Development Services – Development Engineering Division

The Development Engineering Division is responsible for the review and approval of engineering and infrastructure design and construction related to new development, as well as the administration of the Town's Site Alteration By-law. It provides technical expertise for the review and approval of municipal infrastructure required to facilitate development. This includes the assessment of underground infrastructure, stormwater facilities, roads, street lighting and utilities. The division provides services to members of the public, consultants, developers and makes recommendations to Council and committees of Council. It also administers the Site Alteration By-law, for any filling, dumping, extracting or removing of soil ensuring no damage or other problems arise as a result of issues pertaining to drainage, and ensuring groundwater and the environment are protected from contamination.

3.2 kilometres – New roads and underground infrastructure

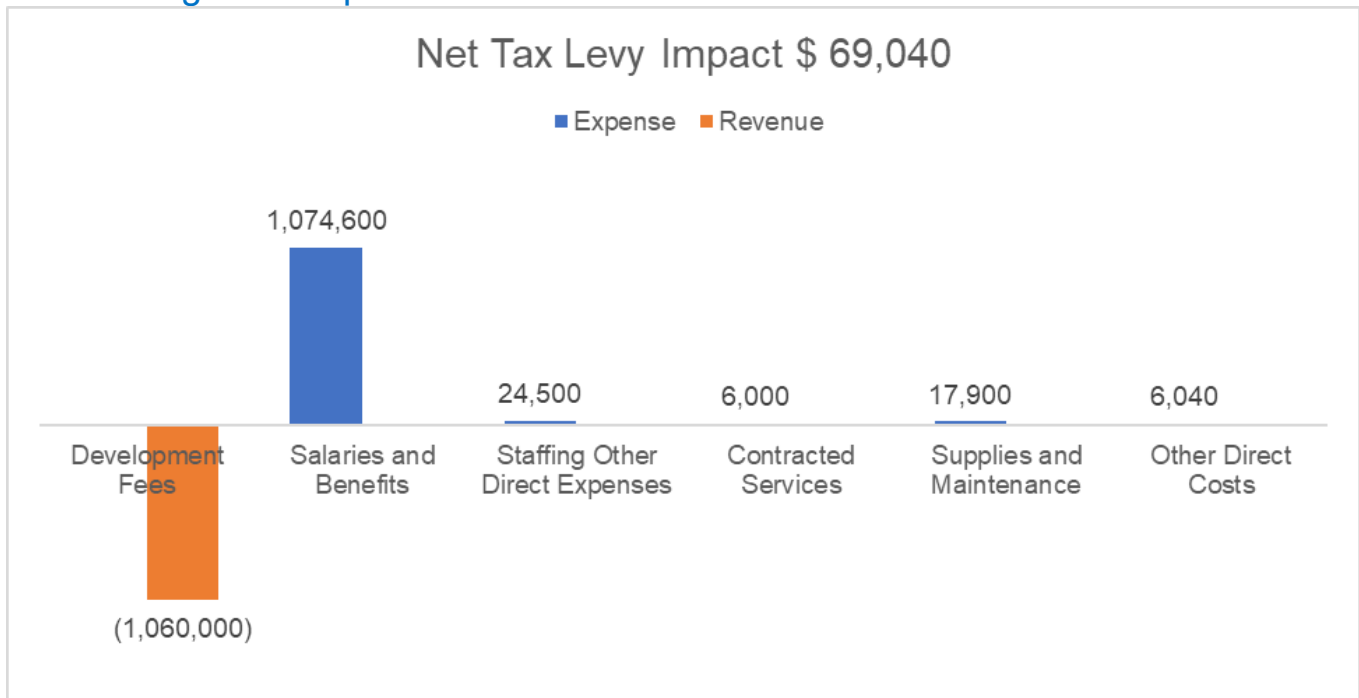
\$4.1 million – New infrastructure

60 – New site-alteration permits

Services provided by the Development Engineering Division include:

- Construction inspection
- Plan of subdivision/condominium
- Site-alteration permits
- Site-plan approval

2023 Budgeted Expenditures and Revenues



2022 Accomplishments

- Processed numerous minor and major site-plan applications
- Updated Town's Site Alteration By-law
- Updated Town's Site Plan Control By-law
- Adopted the new York Region Inflow and Infiltration Standards
- Reviewed and approved infrastructure for numerous subdivisions, condominiums and site plans

Key Projects for 2023

- Review and update Town's Development Engineering Design Criteria
- Update the Town's Site Plan Submission criteria and checklist
- Update the Town's lateral connection process
- Improved construction notices, maps and updates on the Town's website
- Various water, wastewater, stormwater and road infrastructure improvements to facilitate growth



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2023 OPERATING BUDGET

Development Services - Development Engineering - Budget Details

Administration	2023 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/ INFLATIONARY	OTHER	2023 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	COMMENTS
Revenue									
Development Fees	(860,000)	(200,000)	0	0	0	(1,060,000)	23%	(200,000)	Increase in User Fees
Revenue Total	(860,000)	(200,000)	0	0	0	(1,060,000)	23%	(200,000)	
Expense									
Salaries and Benefits	1,002,520	0	0	72,080	0	1,074,600	7%	72,080	Increase in Salaries and Benefits
Staffing Other Direct Expenses	22,500	2,000	0	0	0	24,500	9%	2,000	
Contracted Services	6,000	0	0	0	0	6,000	0%	0	
Supplies and Maintenance	8,000	0	0	0	0	8,000	0%	0	
Other Direct Costs	1,800	0	0	0	0	1,800	0%	0	
Expense Total	1,040,820	2,000	0	72,080	0	1,114,900	7%	74,080	
Administration Total	180,820	(198,000)	0	72,080	0	54,900	-70%	(125,920)	
Fleet									
Expense									
Supplies and Maintenance	9,900	0	0	0	0	9,900	0%	0	
Other Direct Costs	3,590	0	0	650	0	4,240	18%	650	
Expense Total	13,490	0	0	650	0	14,140	5%	650	
Fleet Total	13,490	0	0	650	0	14,140	5%	650	
Grand Total	194,310	(198,000)	0	72,730	0	69,040	-64%	(125,270)	

Development Services – Development Planning Division

The Development Planning Division is responsible for assisting Council and the public in matters related to the development of land. The division implements land use planning policy as approved by Council, the Region and the Province through recommendations to Council and the Committee of Adjustment on a variety of development applications. The division also provides assistance on planning-related matters, responds to development inquiries, and helps the public navigate the complex planning legislative processes.

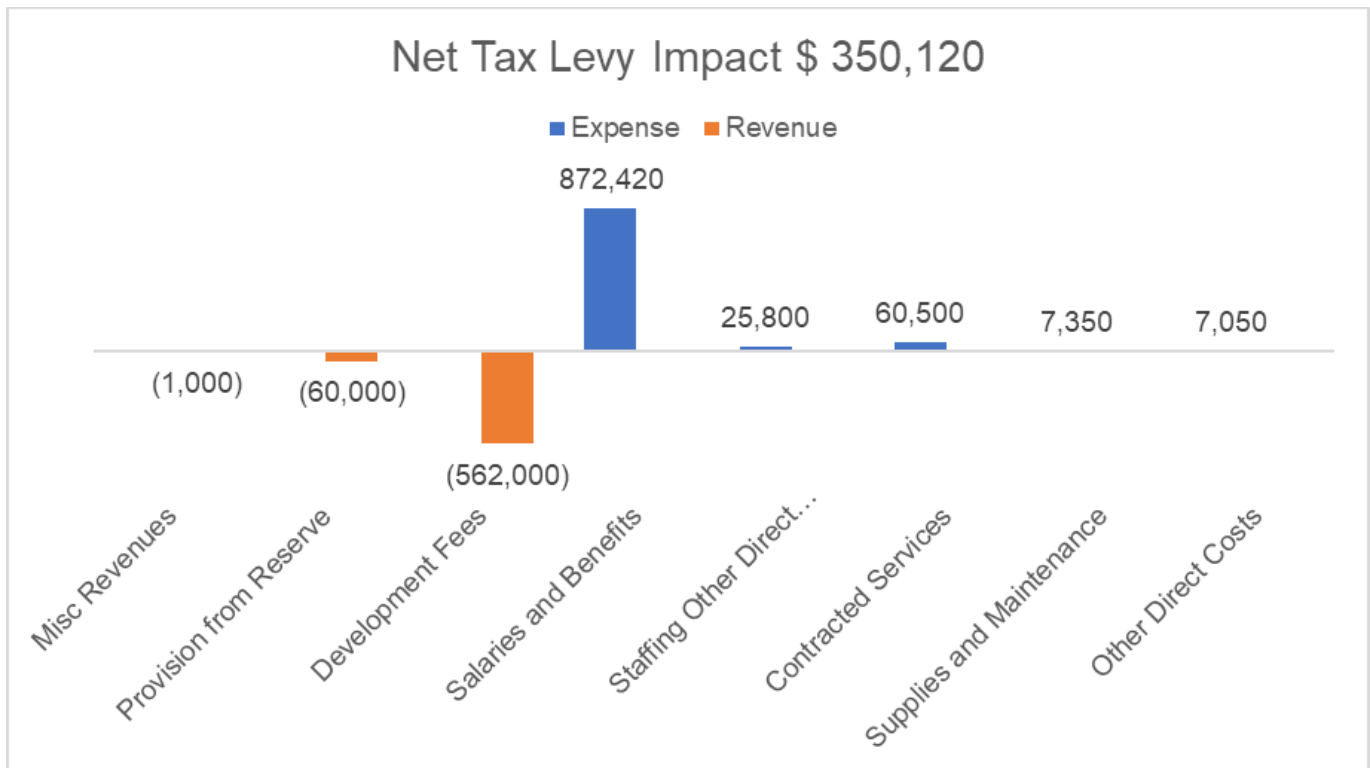
Applications received
(Jan – Oct 2022):

2 Official Plan
6 Zoning
6 Deeming
2 Subdivision
17 Consent
30 Minor Variance
38 Pre-consultation

Services provided by the Development Planning Division include:

- Implementing the Official Plan and Secondary Plans for the Town through the development approval process for Planning Act applications such as Official Plan Amendments, Zoning By-law Amendments, Plans of Subdivision and Condominium, Consents, and Minor Variances
- Carrying out the Town's Municipal Addressing and Municipal Street Naming processes
- Administering the Green 911 and Farm 911 EPAP signage program
- Providing land use planning information to the public and pre-consulting with applicants on potential Planning Act applications

2023 Budgeted Expenditures and Revenues



2022 Accomplishments

- In the first two quarters, 26 staff reports on minor variance and severance applications were considered by the Committee of Adjustment, and 20 reports were considered by Council on a variety of development applications and other planning-related matters

Key Projects for 2023

- Partnering with Information Technology on the procurement of a Development Tracking System
- Modernization of public notice and staff report formats for Planning Act applications



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2023 OPERATING BUDGET

Development Services - Development Planning - Budget Details

	2023 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/ INFLATIONARY	OTHER	2023 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	COMMENTS
Administration									
Revenue									
Development Fees	(525,050)	73,050	0	0	0	(452,000)	-14%	73,050	Forecasted decrease in applications
Misc Revenues	(500)	0	0	0	0	(500)	0%	0	
Provision from Reserve		0	(60,000)	0	0	(60,000)		(60,000)	23-NI-DS-01 Planning Consultant funded by reserve
Revenue Total	(525,550)	73,050	(60,000)	0	0	(512,500)	-2%	13,050	
Expense									
Salaries and Benefits	719,010	0	0	52,140	0	771,150	7%	52,140	Increase in Salaries and Benefits
Staffing Other Direct Expenses	14,710	2,340	0	0	0	17,050	16%	2,340	
Contracted Services	500	0	60,000	0	0	60,500	12000%	60,000	23-NI-DS-01 Planning Consultant
Supplies and Maintenance	4,260	2,490	0	0	0	6,750	58%	2,490	
Other Direct Costs	3,050	0	0	0	0	3,050	0%	0	
Expense Total	741,530	4,830	60,000	52,140	0	858,500	16%	116,970	
Administration Total	215,980	77,880	0	52,140	0	346,000	60%	130,020	
Agricultural Advisory Committee									
Expense									
Salaries and Benefits	2,240	0	0	0	0	2,240	0%	0	
Staffing Other Direct Expenses	200	0	0	0	0	200	0%	0	
Other Direct Costs	1,500	0	0	0	0	1,500	0%	0	
Expense Total	3,940	0	0	0	0	3,940	0%	0	
Agricultural Advisory Committee Total	3,940	0	0	0	0	3,940	0%	0	
Committee of Adjustment									
Revenue									
Development Fees	(100,000)	(10,000)	0	0	0	(110,000)	10%	(10,000)	Increase in the volume of applications
Misc Revenues	(500)	0	0	0	0	(500)	0%	0	
Revenue Total	(100,500)	(10,000)	0	0	0	(110,500)	10%	(10,000)	
Expense									
Salaries and Benefits	93,020	0	0	3,770	0	96,790	4%	3,770	
Staffing Other Direct Expenses	7,850	0	0	0	0	7,850	0%	0	
Supplies and Maintenance	600	0	0	0	0	600	0%	0	
Other Direct Costs	500	0	0	0	0	500	0%	0	
Expense Total	101,970	0	0	3,770	0	105,740	4%	3,770	
Committee of Adjustment Total	1,470	(10,000)	0	3,770	0	(4,760)	-424%	(6,230)	
Environmental Advisory Committee									
Expense									



GEORGIA

2023 OPERATING BUDGET

Development Services - Development Planning - Budget Details

	2023 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/ INFLATIONARY	OTHER	2023 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	COMMENTS
Salaries and Benefits	2,240	0	0	0	0	2,240	0%	0	
Staffing Other Direct Expenses	700	0	0	0	0	700	0%	0	
Other Direct Costs	2,000	0	0	0	0	2,000	0%	0	
Expense Total	4,940	0	0	0	0	4,940	0%	0	
Environmental Advisory Committee Total	4,940	0	0	0	0	4,940	0%	0	
Grand Total	226,330	67,880	0	55,910	0	350,120	55%	123,790	

Development Services – Planning Policy Division

The Planning Policy Division is responsible for assisting Council and members of the public in matters related to land use planning policy. This land-use policy is generally reflected in the Town Official Plan and detailed secondary plans which establish how the community should be shaped, where homes and businesses should be built, where parks and schools should be located, and where and how other essential services should be provided. It also guides the manner in which development applications are reviewed and processed. The development of the Town's land-use policy takes place in the context of a provincially led planning policy system and regional government setting.

Services provided by the Planning Policy Division include:

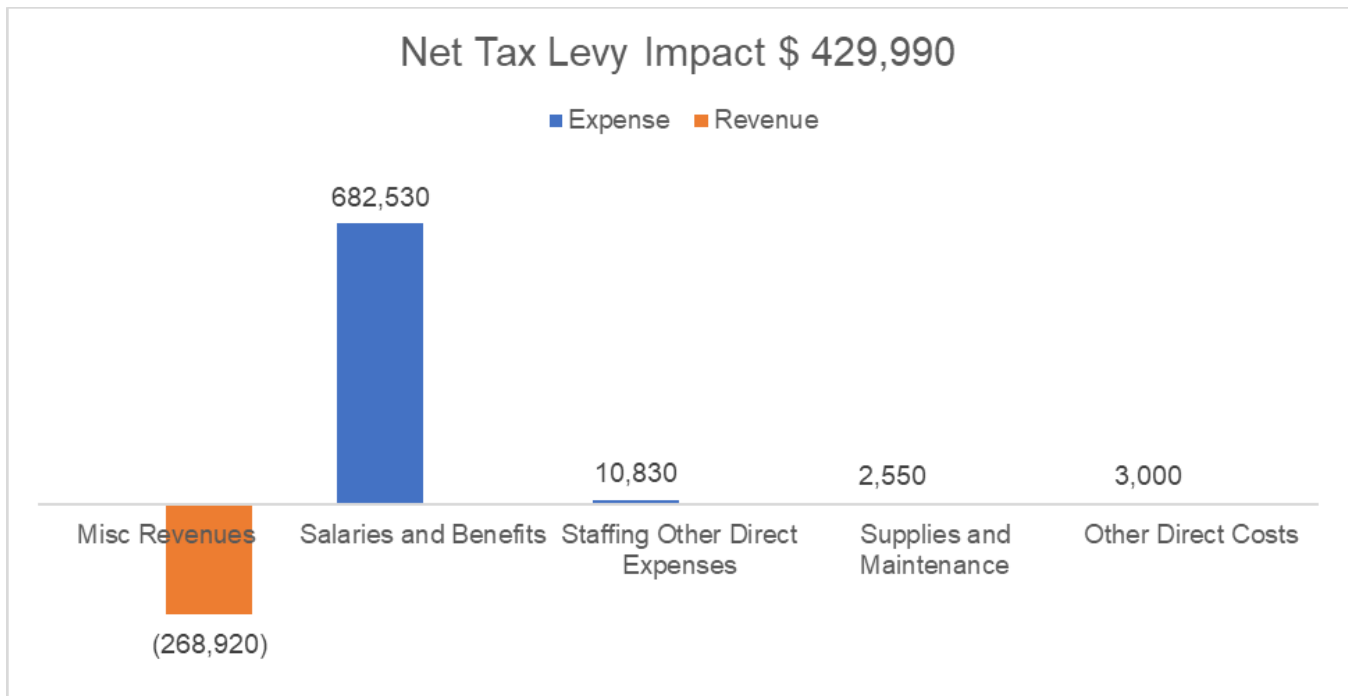
- Implement, review and update the Official Plan and secondary plans for the Town
- Liaise with advisory committees including the Georgina Environmental Advisory Committee, the Georgina Agricultural Advisory Committee and the Georgina Heritage Committee
- Lead the processing of Town-led policy initiatives and land-use studies
- Review and respond to legislative changes, and provincial and regional land-use policy directives that impact the Town

Upwards of 80 residents, community groups and the local development community engaged in the Keswick Secondary Plan Review process.

Upwards of 150 landowners and environmental groups engaged in the Countryside Zoning By-law project.

25 Site Inspections for Development (over six months period).

2023 Budgeted Expenditures and Revenues



2022 Accomplishments

- Completion of the Keswick Secondary Plan Review and Update
- York Region Municipal Comprehensive Review participation and input
- Phase I – Comprehensive Zoning By-law Review – Countryside Area Environmental Protection Lands. Preparation of Proposed Zoning By-law and completion of statutory public meeting process
- Commencement (with Strategic Initiatives) of the Lake Drive Jurisdiction Action Plan Process

- General reports to Council:
 - Cannabis retail stores and associated Public Interest Statement – Monitoring reports and briefing memos
 - York Region Municipal Comprehensive Review
 - Tree Preservation and Compensation Policy Review
 - Municipal Tree Cutting By-law
 - Lake Drive Jurisdiction Action Plan – various

Key Projects for 2023

- Completion of Phase I Zoning By-law Update/OP Conformity Exercise – Countryside Area
- Implementation of the Lake Drive Jurisdiction Action Plan, including work on key milestones such as commencing surveying works and initiating the Official Plan and Zoning By-law and/or Community Planning Permit Process
- Continuation of the review and update of the Tree Preservation and Compensation Policy
- Including a Town Official Plan conformity exercise with the new York Region Official Plan
- Addressing the impacts of Bill 23 and other legislative changes affecting the Ontario planning system



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2023 OPERATING BUDGET

Development Services - Planning Policy - Budget Details

	2023 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/ INFLATIONARY	OTHER	2023 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	COMMENTS
Administration									
Expense									
Salaries and Benefits	295,950	1,000	0	113,660	0	410,610	39%	114,660	Increase in Salaries and Benefits
Staffing Other Direct Expenses	5,870	3,140	0	0	(1,050)	7,960	36%	2,090	
Supplies and Maintenance	700	1,600	0	0	0	2,300	229%	1,600	
Other Direct Costs	1,500	1,000	0	0	0	2,500	67%	1,000	
Expense Total	304,020	6,740	0	113,660	(1,050)	423,370	39%	119,350	
Administration Total	304,020	6,740	0	113,660	(1,050)	423,370	39%	119,350	
Lake Dr Shoreline									
Revenue									
Misc Revenues	0	0	0	0	(268,920)	(268,920)		(268,920)	Resolution No. C-2022-0238
Revenue Total	0	0	0	0	(268,920)	(268,920)		(268,920)	
Expense									
Salaries and Benefits	0	3,000	0	0	268,920	271,920		271,920	Resolution No. C-2022-0238
Staffing Other Direct Expenses	0	2,870	0	0	0	2,870		2,870	
Supplies and Maintenance	0	250	0	0	0	250		250	
Other Direct Costs	0	500	0	0	0	500		500	
Expense Total	0	6,620	0	0	268,920	275,540		275,540	
Lake Dr Shoreline Total	0	6,620	0	0	0	6,620		6,620	
Grand Total	304,020	13,360	0	113,660	(1,050)	429,990	41%	125,970	