

Development Services

The Development Services Department promotes well managed growth and economic development and tourism through strategic land-use planning activities. It processes various development applications; and 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.

2019 Success Story

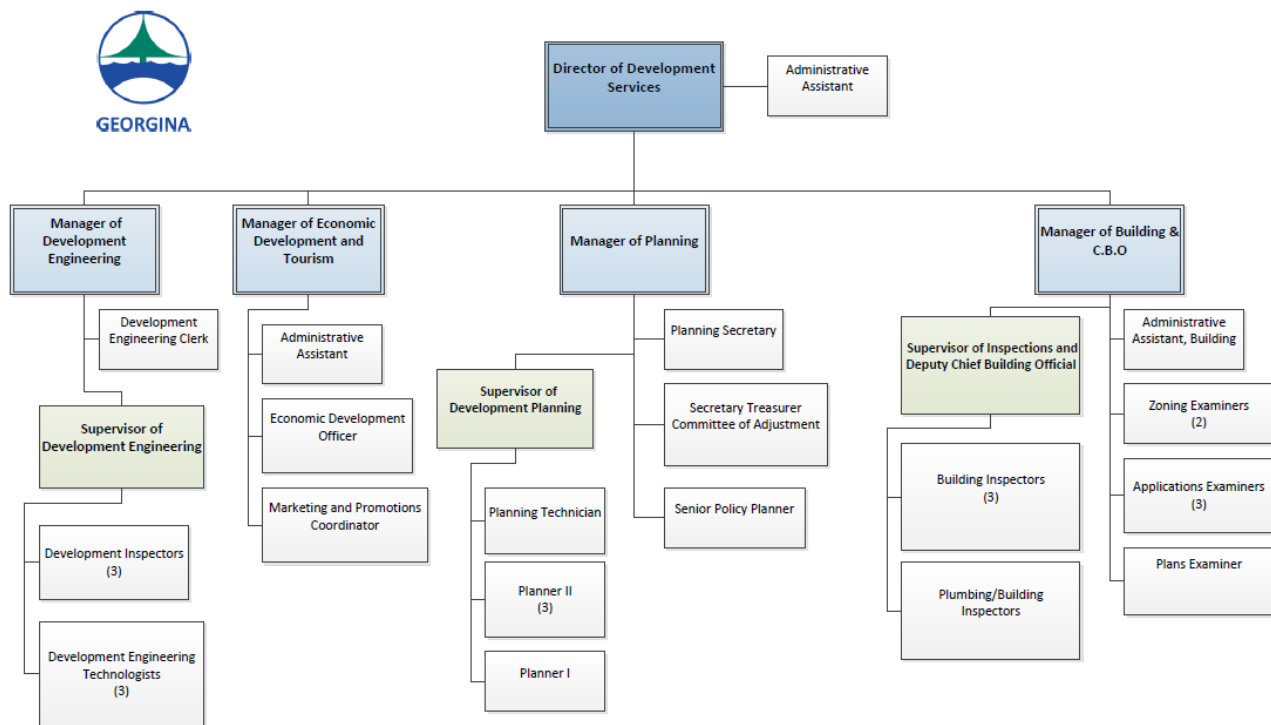
Customer Service Hub



Over the past year, the Development Services Team has been working on a number of initiatives to enhance the customer service experience and improve the delivery of services, particularly those related to the development approval process. One of the biggest accomplishments this year was to relocate the Development Engineering Division to the third floor of the Civic Centre and combined it with certain planning functions to create a “one-stop-shop” approach to obtaining information, applications and permits related to the development approvals process. Customers can now apply for planning applications and related development approvals at the recently created 3rd floor customer service hub.

The Planning Division has also introduced a Planner of the Day program that ensures a staff member is available each day to respond to planning inquiries with customers who visit in person. The Building Division created three online videos to help inform and educate the public on the building permit process. With the introduction of a Business Class program to assist people who are building industrial, office commercial and institutional space, the department remains committed to further enhancements including a detailed review and update of the Town's Site Plan approval process.

Organizational Chart



Divisions

- Building Division
- Development Engineering Division
- Economic Development and Tourism Development Division
- Planning Division

Major Operating Drivers

- Continue active participation in the review and update of the York Region Official Plan
- Continue compliance with all legislative requirements under the Ontario Building Code, Bill 108, the Planning Act, the Municipal Act, and other related regulations, by-laws and administrative policies
- Monitor and assess customer service delivery initiatives through the new Planning and Development Engineering Service Hub
- Continue to building the awareness of Georgina as a place to invest

Major Initiatives Planned for 2020

- Completion of the Keswick Secondary Plan Review and Update
- Update the Building Division Fee By-law
- Participate in the development of a Broadband Strategy to leverage investment in YorkNet's backbone infrastructure
- Complete Sanitary Sewage Master Plan and sanitary system capacity assessment model



GEORGIA

2020 OPERATING BUDGET

Development Services - Department Administration - Budget Details

	2020 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/ INFLATIONARY	DEBT FINANCING	OTHER	2020 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	Comments
Administration										
Expenses										
Salaries and Benefits	275,660	0	0	3,030	0	(1,500)	277,190	1%	1,530	
Staffing Other Direct Expenses	4,800	0	0	60	0	0	4,860	1%	60	
Other Direct Costs	800	100	0	0	0	0	900	13%	100	
Expenses Total	281,260	100	0	3,090	0	(1,500)	282,950	1%	1,690	
Administration Total	281,260	100	0	3,090	0	(1,500)	282,950	1%	1,690	
Grand Total	281,260	100	0	3,090	0	(1,500)	282,950	1%	1,690	

Development Services – Planning Division

The Planning Division is responsible for assisting Council and members of the public in matters related to land-use planning, which affects almost every aspect of life in the Town. It helps determine 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. The division provides a variety of services for the corporation, residents and businesses such as developing and applying planning policy directives that impact the Town, assessing and making recommendations to Council and the Committee of Adjustment related to development applications, and providing assistance to the public and the development industry on planning-related issues, processing of development applications and the planning legislative process.

Jan – Oct 2019

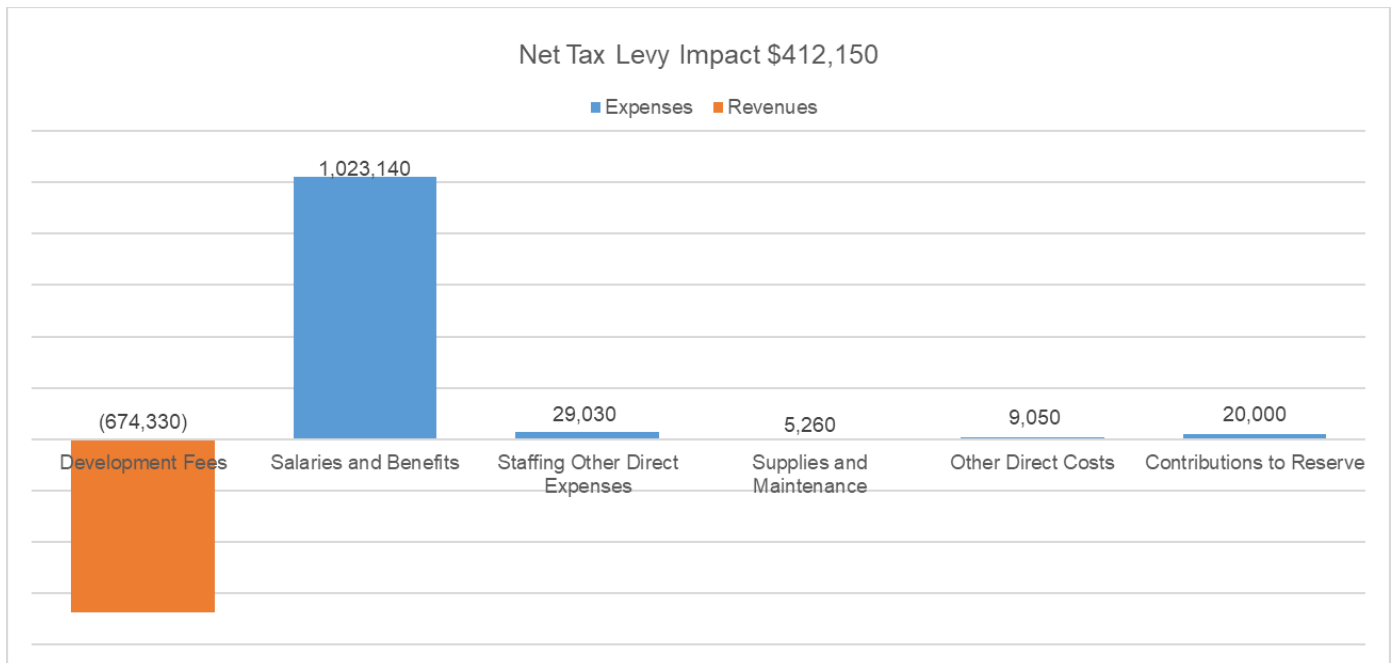
New dwelling units:
219 – Draft plan of
subdivision units
approved
16 – New residential
lots by consent

Applications submitted:
5 Subdivision
12 Zoning
41 Consent
30 Minor Variance

Services provided by the Planning Division include:

- Implement, review and update the Official Plan and Secondary Plans for the Town.
- Implement the Town's Municipal Addressing and Municipal Street Naming processes.
- Liaise with advisory committees including the Georgina Environmental Advisory Committee, the Georgina Agricultural Advisory Committee, the Georgina Heritage Committee, and the Lake Drive Shoreline Jurisdiction Ad-hoc Committee.
- Process and review a variety of *Planning Act* applications, including the Official Plan, zoning, subdivision, condominium, parking lot control, site-plan approval, consent and minor variance applications.
- Review and respond to legislative changes and provincial and regional land-use policy directives that impact the Town.

2020 Budgeted Expenditures and Revenues



2019 Accomplishments

- Zoning By-law No. 500 Update – consolidation of Zoning By-law Amendments approved since 2013 and posting of same on Town webpage
- January – August → 36 staff reports on minor variance and severance applications were considered by the Committee of Adjustment, and 46 reports were considered by Council on a variety of development applications and other planning-related matters
- General reports to Council:
 - Development Applications Status Reports – January and September
 - Georgina Housing Strategy
 - Cannabis – Interim Control By-law and Production Facilities Analysis
 - Urban Hens – initiation of public consultation process, and provide options and recommendations on possible permissions

Key Projects for 2020

- Completion of the Keswick Secondary Plan Review and Update
- Completion of Cannabis Analysis and adoption of Official Plan Policies and Zoning Standards
- Completion of Urban Hens project and, if supported, amendments to Animal Licensing By-law





GEORGIA

2020 OPERATING BUDGET

Development Services - Planning - Budget Details

	2020 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/ INFLATIONARY	DEBT FINANCING	OTHER	2020 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	Comments
Administration										
Revenues										
Development Fees	(362,600)	(151,230)	0	0	0	0	(513,830)	42%	(151,230)	Increase in revenues due to revised growth estimates and fee by-law
Revenues Total	(362,600)	(151,230)	0	0	0	0	(513,830)	42%	(151,230)	
Expenses										
Salaries and Benefits	921,210	0	0	10,400	0	0	931,610	1%	10,400	Salary step increases
Staffing Other Direct Expenses	21,680	0	0	0	0	(1,400)	20,280	-6%	(1,400)	
Contributions to Reserve	20,000	0	0	0	0	0	20,000	0%	0	
Supplies and Maintenance	6,660	0	0	0	0	(2,000)	4,660	-30%	(2,000)	
Other Direct Costs	4,300	0	0	0	0	750	5,050	17%	750	
Expenses Total	973,850	0	0	10,400	0	(2,650)	981,600	1%	7,750	
Administration Total	611,250	(151,230)	0	10,400	0	(2,650)	467,770	-23%	(143,480)	
Agricultural Advisory Committee										
Expenses										
Salaries and Benefits	2,240	0	0	0	0	0	2,240	0%	0	
Staffing Other Direct Expenses	200	0	0	0	0	0	200	0%	0	
Other Direct Costs	1,500	0	0	0	0	0	1,500	0%	0	
Expenses Total	3,940	0	0	0	0	0	3,940	0%	0	
Agricultural Advisory Committee Total	3,940	0	0	0	0	0	3,940	0%	0	
Committee of Adjustment										
Revenues										
Development Fees	(134,500)	0	0	0	0	(26,000)	(160,500)	0	(26,000)	Increase in revenues due to revised growth estimates and fee by-law
Revenues Total	(134,500)	0	0	0	0	(26,000)	(160,500)	19%	(26,000)	
Expenses										
Salaries and Benefits	89,230	0	0	720	0	(2,900)	87,050	-2%	(2,180)	
Staffing Other Direct Expenses	12,050	0	0	0	0	(4,200)	7,850	-35%	(4,200)	
Supplies and Maintenance	600	0	0	0	0	0	600	0%	0	
Other Direct Costs	500	0	0	0	0	0	500	0%	0	
Expenses Total	102,380	0	0	720	0	(7,100)	96,000	-6%	(6,380)	
Committee of Adjustment Total	(32,120)	0	0	720	0	(33,100)	(64,500)	101%	(32,380)	
Environmental Advisory Committee										
Expenses										
Salaries and Benefits	2,240	0	0	0	0	0	2,240	0%	0	
Staffing Other Direct Expenses	700	0	0	0	0	0	700	0%	0	
Other Direct Costs	2,000	0	0	0	0	0	2,000	0%	0	
Expenses Total	4,940	0	0	0	0	0	4,940	0%	0	
Environmental Advisory Committee Total	4,940	0	0	0	0	0	4,940	0%	0	
Grand Total	588,010	(151,230)	0	11,120	0	(35,750)	412,150	-30%	(175,860)	

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 that no damage or other problems arise as a result of issues pertaining to drainage, and to ensure that groundwater and the environment are protected from contamination.

3.9 kilometres – New roads and underground infrastructure

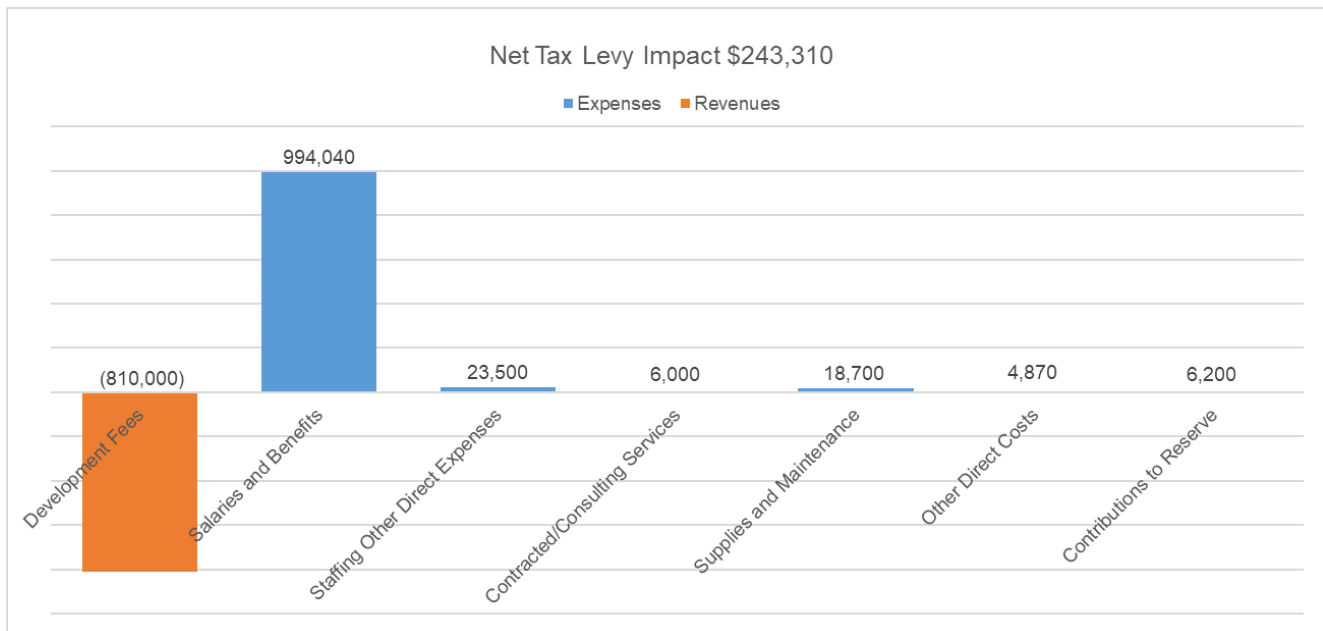
\$2.1 million – New infrastructure

160 – New site-alteration permits

Services provided by the Development Engineering Division include:

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

2020 Budgeted Expenditures and Revenues



2019 Accomplishments

- Collaborated with developers to replace the Wexford Booster Station with the new Connell Booster Station that addresses new development needs and existing water pressure concerns
- Completed the missing link of the Queensway South multi-use trail
- Reviewed and updated the Site Plan Control By-law and Process Review
- Processed numerous minor and major site plan applications
- Implemented transfer of review program to fast-track Ministry of Environment approvals
- Reviewed and approved infrastructure for numerous subdivisions, condominiums and site plans

Key Projects for 2020

- Archive engineering plans and drawings
- Implement Sanitary Sewage Master Plan and Model
- Explore e-permitting for site-alteration permits
- Review and update the Town Engineering Design Criteria
- Identify and plan key capital projects to update the development charges by-law



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2020 OPERATING BUDGET

Development Services - Development Engineering - Budget Details

	2020 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/ INFLATIONARY	DEBT FINANCING	OTHER	2020 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	Comments
Administration										
Revenues										
Development Fees	(920,000)	110,000	0	0	0	0	0	-12%	110,000	Decrease in revenues due to revised timing
User Fees, Lease and Rental	0	0	0	0	0	0	0		0	
Revenues Total	(920,000)	110,000	0	0	0	0	(810,000)	-12%	110,000	
Expenses										
Salaries and Benefits	962,190	0	0	37,450	0	(5,600)	994,040	3%	31,850	Salary step increases
Staffing Other Direct Expenses	23,500	0	0	0	0	0	23,500	0%	0	
Contracted/Consulting Services	6,000	0	0	0	0	0	6,000	0%	0	
Supplies and Maintenance	9,000	0	0	0	0	0	9,000	0%	0	
Other Direct Costs	3,500	0	0	0	0	(1,500)	2,000	-43%	(1,500)	
Expenses Total	1,004,190	0	0	37,450	0	(7,100)	1,034,540	3%	30,350	
Administration Total	84,190	110,000	0	37,450	0	(7,100)	224,540	167%	140,350	
Fleet										
Expenses										
Contributions to Reserve	6,200	0	0	0	0	0	6,200	0%	0	
Supplies and Maintenance	10,500	0	0	0	0	(800)	9,700	-8%	(800)	
Other Direct Costs	2,870	0	0	0	0	0	2,870	0%	0	
Expenses Total	19,570	0	0	0	0	(800)	18,770	-4%	(800)	
Fleet Total	19,570	0	0	0	0	(800)	18,770	-4%	(800)	
Grand Total	103,760	110,000	0	37,450	0	(7,900)	243,310	134%	139,550	

Development Services – Building Division

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

Services provided by the Building Division include:

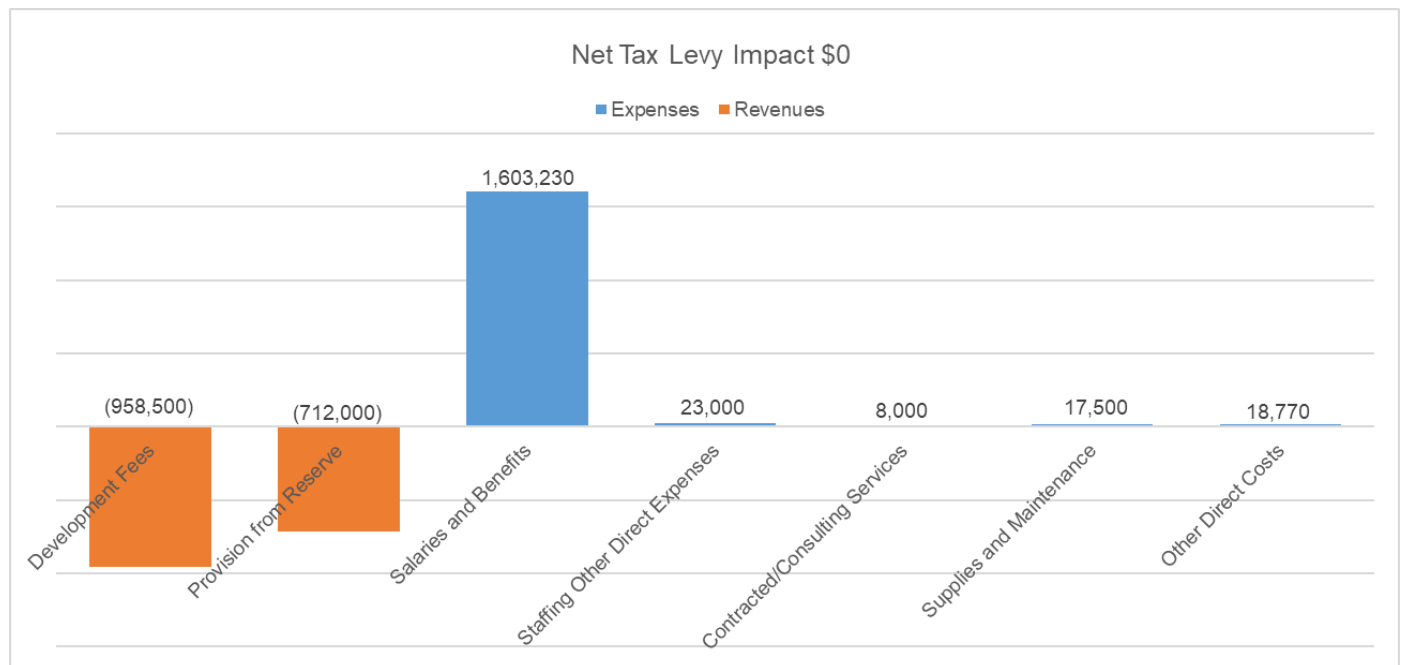
- Construction and demolition permit applications and inspections
- Inspections related to the Backflow and Cross Connection Control By-law
- Investigations relating to illegal construction and demolition
- Pool enclosure permit applications and inspections

\$60.4 million –
Construction value of
building permits issued
(January through
September)

3,480 – Building permit
inspections completed
(January through
September)

419 – Number of building
permits issued (January
through September)

2020 Budgeted Expenditures and Revenues



2019 Accomplishments

- Inspected 246 properties subject to the Septic Maintenance Inspection Program to minimize risk to the waters of Lake Simcoe. Worked with owners to resolve four septic systems that do not meet minimum maintenance standards.
- Developed three self-help YouTube videos aimed to assist homeowners and permit applicants in various permit processes.

Key Projects for 2020

- Complete a service delivery fees study and update fees related to Division services.
- Develop additional step-by-step instructional/guidance videos related to permit application and inspection processes.
- Inspect the construction of new homes in three large subdivision projects including:
 - Hedge Road Landing development (Jackson's Point/Sutton)
 - Simcoe Landing – Phase 9 subdivision (south Keswick)
 - Treasure Hill subdivisions (north Keswick)



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2020 OPERATING BUDGET

Development Services - Building - Budget Details

	2020 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/ INFLATIONARY	DEBT FINANCING	OTHER	2020 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	Comments
Administration										
Revenues										
Development Fees	(1,456,500)	0	0	0	0	0	498,000	(958,500)	-34%	498,000 Reduction based on trend analysis
Provision from Reserve	(174,680)	0	0	0	0	0	(537,320)	(712,000)	308%	(537,320) Increased to offset loss in revenue
Revenues Total	(1,631,180)	0	0	0	0	0	(39,320)	(1,670,500)	2%	(39,320)
Expenses										
Salaries and Benefits	1,555,490	0	0	0	0	0	1,603,230	0	3%	47,740 Salary step increases
Staffing Other Direct Expenses	23,000	0	0	0	0	0	23,000	0	0%	0
Contracted/Consulting Services	13,500	0	0	(2,000)	0	(3,500)	8,000	0	-41%	(5,500)
Supplies and Maintenance	7,500	0	0	0	0	(2,000)	5,500	0	-27%	(2,000)
Other Direct Costs	14,500	0	0	0	0	(1,000)	13,500	0	-7%	(1,000)
Expenses Total	1,613,990	0	0	45,740	0	(6,500)	1,653,230	0	2%	39,240
Administration Total	(17,190)	0	0	45,740	0	(45,820)	(17,270)	0%	(80)	
Fleet										
Expenses										
Supplies and Maintenance	12,000	0	0	0	0	0	12,000	0	0%	0
Other Direct Costs	5,190	0	0	0	0	80	5,270	0	2%	80
Expenses Total	17,190	0	0	0	0	80	17,270	0	0%	80
Fleet Total	17,190	0	0	0	0	80	17,270	0%	80	
Grand Total	0	0	0	45,740	0	(45,740)	0	0	0	

Development Services – Economic Development and Tourism Division

The Economic Development and Tourism Division is dedicated to pursuing local economic growth and prosperity. The division, together with the corporation, is setting the foundation for the next wave of growth by strengthening relationships with community organizations and agencies and helping to build capacity within the existing business community. The division is committed to providing clients with the assistance they need to navigate the Town's development application approval processes and advising them of the resources available to support local business development. Currently, staff is working with the owners of the Keswick Business Park to increase opportunity for investment from the industrial, commercial and institutional sectors. By working with the regional tourism organization (Central Counties Tourism), the division is able to leverage additional advertising and marketing to help ensure that local festival and event organizers are able to attract new audiences from outside Georgina.

\$45,000 – Grants provided to support local festivals and events

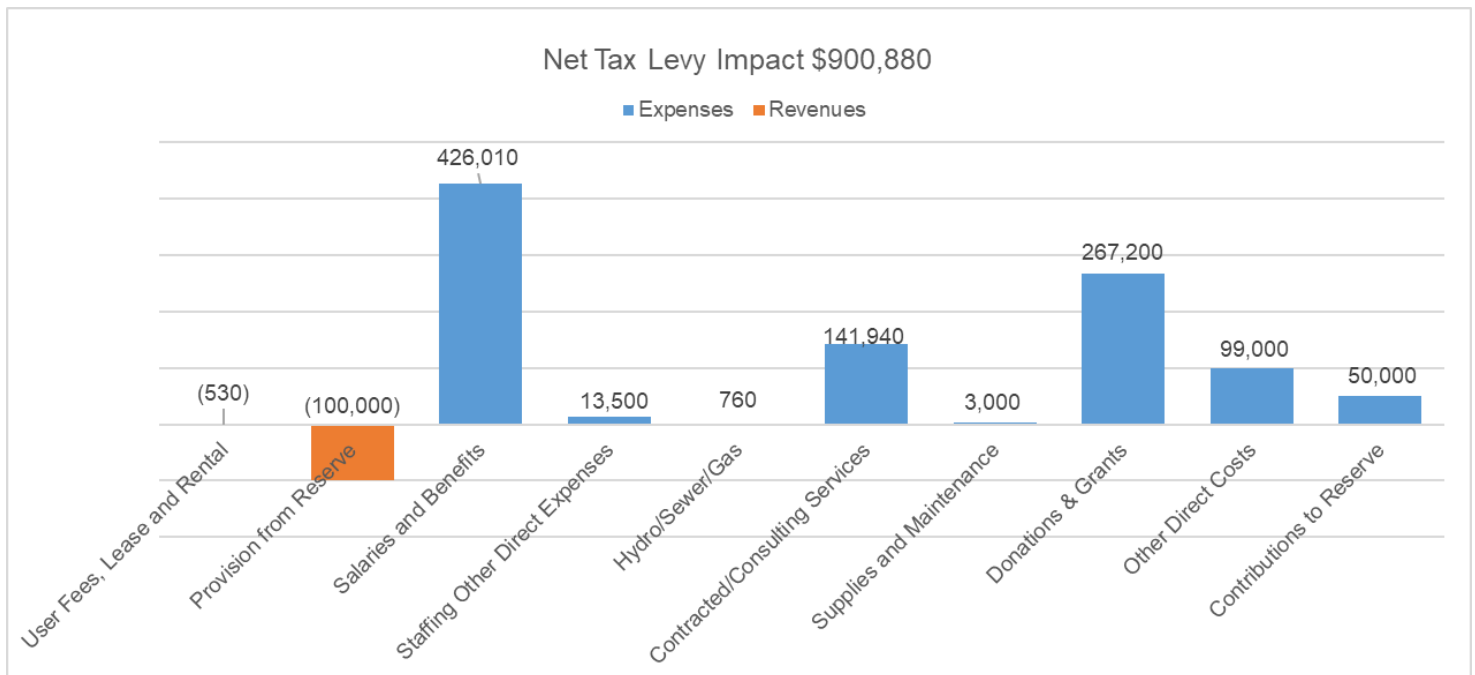
\$30,000 – received from Ontario's Digital Main Street Program to provide workshops and one-on-one digital training for businesses within the Business Improvement Areas

Services provided by the Economic Development and Tourism Division include:

- Offers Community Improvement Plan Grant Program to support façade, heritage, accessibility and landscape enhancements in Business Improvement Areas (BIA's).
- Encourages development with the Development Application Fee Rebate Program.
- Provides Economic Development and Community Betterment Grants for local festival/event organizers.
- Provides support for expansion plans and schedules one-on-one business consultations, if required.
- Supports investors wanting to locate in Georgina, including assistance with site selection and maintains an online registry of properties that are currently for sale.
- Provides support and assistance to the BIA's with respect to marketing efforts, events and beautification projects.
- Promotes investment and tourism opportunities through online and traditional marketing initiatives.
- Offers Ribbon Cutting Program in partnership with the Chamber of Commerce.
- Hosts workshops and training programs to support local businesses and workforce developments.
- Referrals to community agencies that provide training, funding and business services.



2020 Budgeted Expenditures and Revenues



2019 Accomplishments

- Launched phase two of the Business Class Program to expedite development approvals for those businesses that create major employment and increase the non-residential tax base.
- Assisted five businesses with the Development Application Fee Rebate Program, introduced in 2018, totaling \$47,822 in rebate fees.
- Continued efforts, alongside development engineering staff, to work on streamlining the site-plan approval process.
- \$2 million announced for broadband infrastructure in Georgina and Georgina Island.
- Hosted second annual Field to Table event, which saw an increase in participants, event goers and engagement.
- Supported 18 community events, sponsoring \$45,000 in 2019, through the Economic Development and Community Betterment Grant.
- Increased division awareness through new social presence (launched a Facebook page and increased LinkedIn content) and targeted paid ads online.
- Creation of a Draft Marketing Strategy.

- Installed new tourism signage to connect tourists with the local business communities, and boost the impact of tourism and replacement of additional community signage.
- Continued support of the agri-tourism sector in order to increase capacity and encourage growth.

Key Projects for 2020

- Implement a formalized Business Visitation Program
- Support the development of additional tourism product development in the shoulder season
- Enhance collection of tourism data through campaigns, event surveys and local collaborations to better determine economic impact of tourism
- Create and implement internal lead tracking and follow-up process
- Implement 2020-21 marketing plan strategies to expand division/support awareness, increase new business startups, increase tourism impact and strengthen Georgina's brand.

**GEORGINA**

2020 OPERATING BUDGET

Development Services - Economic Development - Budget Details

	2020 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/ INFLATIONARY	DEBT FINANCING	OTHER	2020 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	Comments
Administration										
Revenues										
User Fees, Lease and Rental	(100)		0	0	0	0	50	-50%	50	
Revenues Total	(100)		0	0	0	0	50	-50%	50	
Expenses										
Salaries and Benefits	431,500		0	0	0	0	417,010	-3%	(14,490)	Job evaluations
Staffing Other Direct Expenses	13,500		0	0	0	0	13,500	0%	0	
Contributions to Reserve	50,000		0	0	0	0	50,000	0%	0	
Supplies and Maintenance	3,000		0	0	0	0	3,000	0%	0	
Other Direct Costs	93,500		0	(1,500)	0	0	92,000	-2%	(1,500)	
Expenses Total	591,500		0	(1,500)	0	0	575,510	-3%	(15,990)	
Administration Total	591,400		0	(1,500)	0	0	575,460	-3%	(15,940)	
Economic Development Committee										
Expenses										
Salaries and Benefits	4,500		0	0	0	0	4,500	0%	0	
Other Direct Costs	5,500		0	0	0	0	5,500	0%	0	
Expenses Total	10,000		0	0	0	0	10,000	0%	0	
Economic Development Committee Total	10,000		0	0	0	0	10,000	0%	0	
Georgina Chamber of Commerce										
Revenues										
User Fees, Lease and Rental	0		0	(480)	0	0	0	(480)	(480)	
Revenues Total	0		0	(480)	0	0	0	(480)	(480)	
Expenses										
Contracted/Consulting Services	84,940		0	0	0	0	84,940	0%	0	
Hydro/Sewer/Gas	2,760		0	0	0	0	760	-72%	(2,000)	
Expenses Total	87,700		0	0	0	0	85,700	-2%	(2,000)	
Georgina Chamber of Commerce Total	87,700		0	(480)	0	0	85,220	-3%	(2,480)	
Georgina Trades Training Inc										
Revenues										
Provision from Reserve	(50,000)		0	0	0	0	50,000	-100%	50,000	Reversal of one-time GTTI grant
Revenues Total	(50,000)		0	0	0	0	50,000	-100%	50,000	
Expenses										
Donations & Grants	100,000		0	0	0	0	50,000	-50%	(50,000)	Reversal of one-time GTTI grant
Expenses Total	100,000		0	0	0	0	50,000	-50%	(50,000)	
Georgina Trades Training Inc Total	50,000		0	0	0	0	50,000	0%	0	
Grants and Sponsorships										
Revenues										
Provision from Reserve	(100,000)		0	0	0	0	0	0%	0	
Revenues Total	(100,000)		0	0	0	0	0	0%	0	
Expenses										
Donations & Grants	209,200		0	0	0	0	8,000	4%	8,000	Georgina Farmers Market Grant
Expenses Total	209,200		0	0	0	0	8,000	4%	8,000	
Grants and Sponsorships Total	109,200		0	0	0	0	8,000	7%	8,000	
Streetscaping										
Expenses										
Contracted/Consulting Services	22,000		0	20,000	0	0	15,000	159%	35,000	NLDS-1 \$20K Winter Banner Program; \$15K transferred from O&I for seasonal decorations.
Expenses Total	22,000		0	20,000	0	0	15,000	159%	35,000	
Streetscaping Total	22,000		0	20,000	0	0	15,000	159%	35,000	
Waterways Committee										
Expenses										
Salaries and Benefits	4,500		0	0	0	0	4,500	0%	0	
Other Direct Costs	1,500		0	0	0	0	1,500	0%	0	



GEORGINA

2020 OPERATING BUDGET

Development Services - Economic Development - Budget Details

	2020 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/ INFLATIONARY	DEBT FINANCING	OTHER	2020 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	Comments
Expenses Total	6,000	0	0	0	0	0	6,000	0%	0	
Waterways Committee Total	6,000	0	0	0	0	0	6,000	0%	0	
Grand Total	876,300	0	18,020	(14,490)	0	21,050	900,880	3%	24,580	