

Development Services

The Development Services Department promotes well managed growth and economic development and tourism through strategic land-use planning activities and marketing efforts. This Department 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.

2020 Successes

The COVID-19 pandemic in the spring of 2020 resulted in the need to act swiftly to strategize economic stabilization and recovery. Our team listened, took notes and assembled an Economic Recovery Team (ERT) to develop programs to support our local business community. These programs helped more than 90 businesses to better position themselves as they began to pivot and adjust to new protocols and customer buying patterns. One of these programs - the new Temporary Patio Program, will act as an example for a more permanent program to be explored in 2021. The temporary program allowed restaurants to build new temporary patios that contributed to stabilizing their cash flow, while providing a new experience for our residents.



Over the past year, and particularly in response to COVID-19 service delivery challenges, the Building Division has implemented online building permit applications and e-permits. The Development Services Team continues to explore options to improve efficiency and customer service through online solutions.

DEVELOPMENT SERVICES

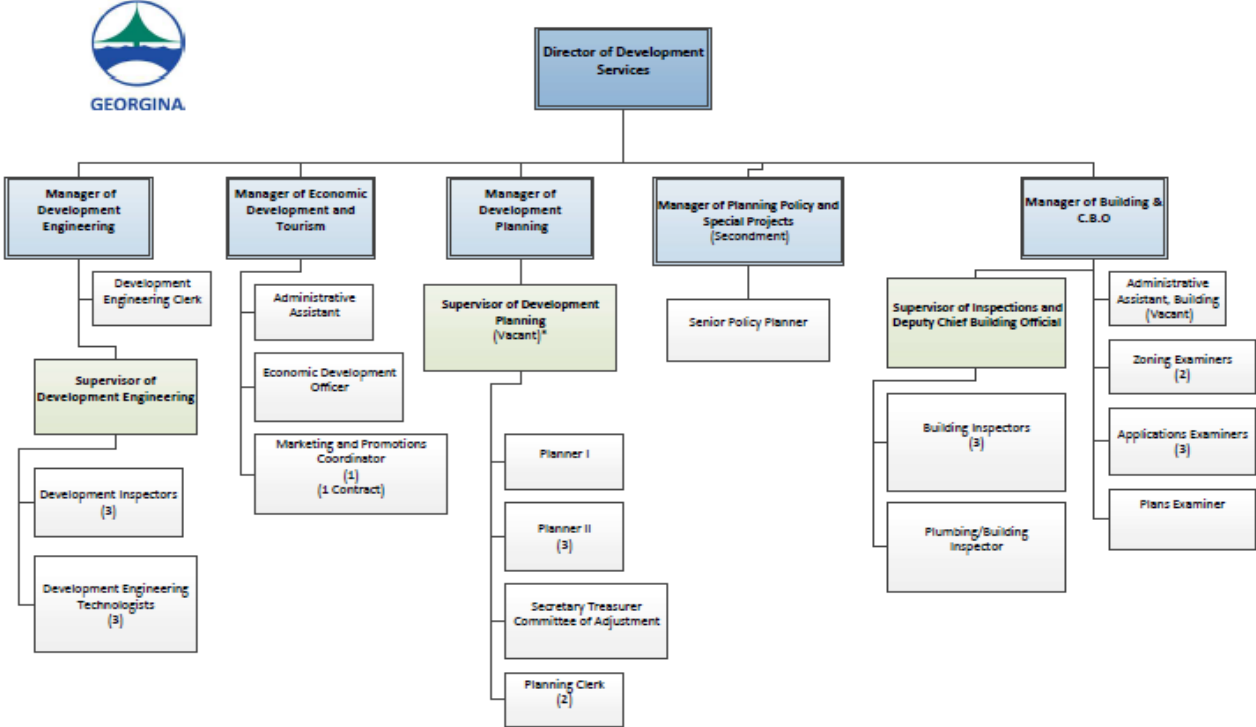
Online videos have been produced and are now on the Town’s website to assist residents with the requirements for pool permits and smaller scale building permits.

The introduction of online grant applications have also helped to ensure the health and safety of our community during the COVID Pandemic. A new online dashboard tool was also launched to help local businesses and prospective investors ease the time consuming steps of acquiring up-to-date statistics and business information.

One of the Department’s biggest accomplishments was reviewing and updating the site plan application process to improve service delivery and reduce the timeframes for site plan approvals. Staff developed an easy-to-read workflow diagram for applicants to understand the process better and to identify the point of contact for each stage of the process.

With the creation on new economic recovery programs and processes to improve service delivery, the department is committed to improving efficiencies and utilizing technology to adapt to the new ways of doing business during these uncertain times.

Organizational Chart



* Position to remain vacant while the Manger of Planning Policy and Special Projects Secondment is filled.



Divisions

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

Major Initiatives Planned for 2021

- Completion of the Keswick Secondary Plan Review and Update
- Participate in the development of a Broadband Strategy to leverage investment in YorkNet's Fibre Infrastructure
- Phase 1 of the Conformity Review and Update for Zoning By-law 500
- Implementation of a permanent Outdoor Patio Program
- Continuation of SHOP LOCAL initiatives (support of BIA marketing efforts)
- Expansion of Economic Recovery Initiatives (extension of COVID Pandemic Grant Programs, introduction of Customer Relationship Management tool)
- Review and update the Site Alteration Permit Process
- Update of the Town's Development Design Criteria
- Continuation of Partnership with GTTI and OWC as they proceed with development of the Skilled Trades Institute and ClearWater Farm.



GEORGINA

2021 OPERATING BUDGET

Development Services - Department Administration - Budget Details

	2021 BASE BUDGETS	GROWTH	SERVICE LEVEL	CONTRACTUAL/ INFLATIONARY	DEBT FINANCING	OTHER	2021 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	COMMENTS
Administration										
Expense										
Salaries and Benefits	277,190	0	0	10,650	0	0	287,840	4%	10,650	Annual salary increase
Staffing Other Direct Expenses	4,860	0	0	0	0	0	4,860	0%	0	
Other Direct Costs	900	0	0	0	0	0	900	0%	0	
Expense Total	282,950	0	0	10,650	0	0	293,600	4%	10,650	
Administration Total	282,950	0	0	10,650	0	0	293,600	4%	10,650	
Grand Total	282,950	0	0	10,650	0	0	293,600	4%	10,650	

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 – June 2020

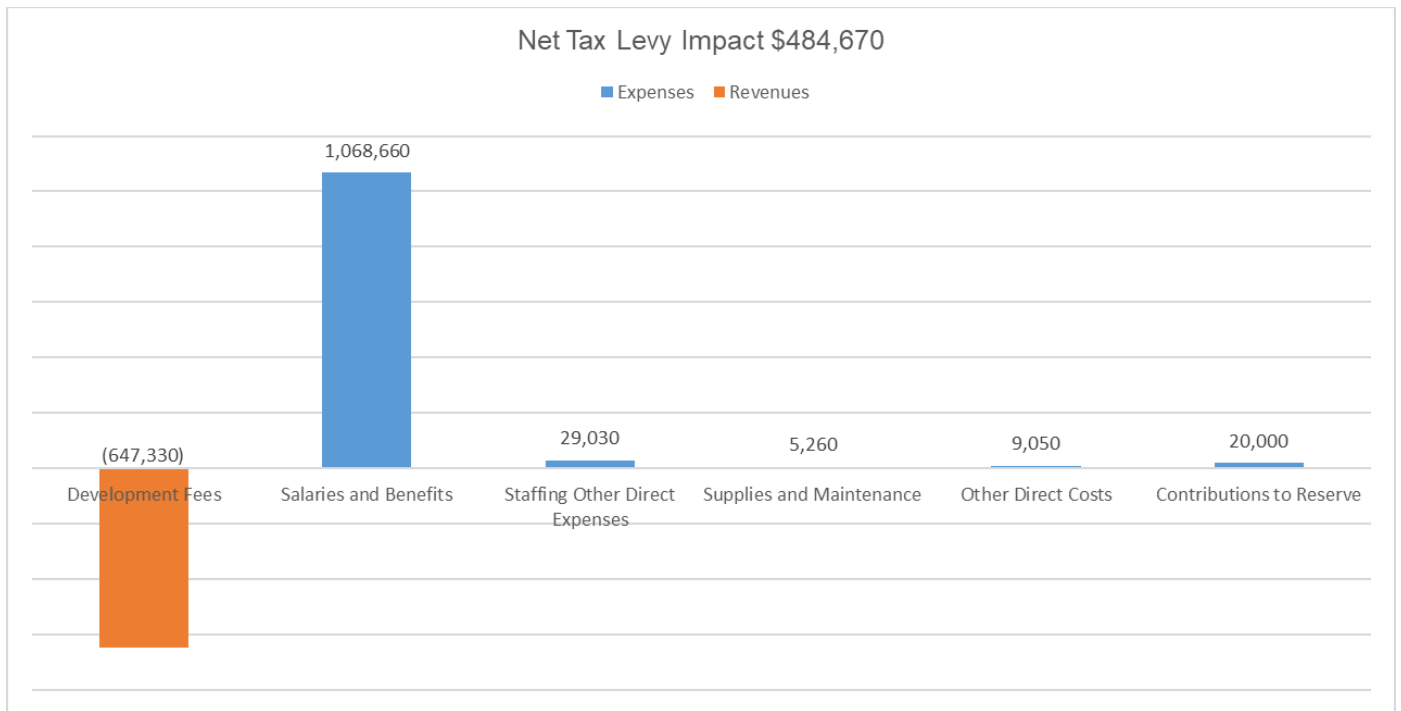
Applications
submitted:

1 Subdivision
3 Zoning
2 Official Plan
1 Consent
24 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, and the Georgina Heritage 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.

2021 Budgeted Expenditures and Revenues



2020 Accomplishments

- Zoning By-law No. 500 Update – consolidation of zoning by-law amendments approved since 2013 and posting of same on Town website
- January – August → staff reports on minor variance and severance applications were considered by the Committee of Adjustment, and ___ reports were considered by Council on a variety of development applications and other planning-related matters
- Update of Street Naming Policy and Procedures for Street Numbering
- General reports to Council:
 - Development Applications Status Reports – January and September
 - Cannabis – Interim Control By-law and Production Facilities Analysis
 - Urban Hens – Conclusion of Public Consultation Process and Implementation
 - OP Conformity Rezoning of Environmental Protection Lands
 - Implementation of Ainslie Hill Subdivision
 - General Amendments to Zoning By-law and Ferncroft Zoning Review

Key Projects for 2021

- Completion of the Keswick Secondary Plan Review and Update
- Completion of Cannabis Analysis and adoption of Official Plan Policies and Zoning Standards
- Initiation of Environmental Protection Area OP conformity Rezoning Process



GEORGINA

2021 OPERATING BUDGET

Development Services - Planning - Budget Details

	2021 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/INFLATIONARY	DEBT FINANCING	OTHER	2021 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	COMMENTS
Administration										
Revenue										
Development Fees	(513,830)	0	0	0	0	0	(513,830)	0%	0	
Revenue Total	(513,830)	0	0	0	0	0	(513,830)	0%	0	
Expense										
Salaries and Benefits	931,610	0	0	40,310	0	0	971,920	4%	40,310	Salary step increase and Reorganization
Staffing Other Direct Expenses	20,280	0	0	0	0	0	20,280	0%	0	
Contributions to Reserve	20,000	0	0	0	0	0	20,000	0%	0	
Supplies and Maintenance	4,660	0	0	0	0	0	4,660	0%	0	
Other Direct Costs	5,050	0	0	0	0	0	5,050	0%	0	
Expense Total	981,600	0	0	40,310	0	0	1,021,910	4%	40,310	
Administration Total	467,770	0	0	40,310	0	0	508,080	9%	40,310	
Agricultural Advisory Committee										
Expense										
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	
Expense 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										
Revenue										
Development Fees	(160,500)	0	0	0	0	27,000	(133,500)	-17%	27,000	Reduction in Consent Fees
Revenue Total	(160,500)	0	0	0	0	27,000	(133,500)	-17%	27,000	
Expense										
Salaries and Benefits	87,050	0	0	5,210	0	0	92,260	6%	5,210	
Staffing Other Direct Expenses	7,850	0	0	0	0	0	7,850	0%	0	
Supplies and Maintenance	600	0	0	0	0	0	600	0%	0	
Other Direct Costs	500	0	0	0	0	0	500	0%	0	
Expense Total	96,000	0	0	5,210	0	0	101,210	5%	5,210	
Committee of Adjustment Total	(64,500)	0	0	5,210	0	27,000	(32,290)	-50%	32,210	
Environmental Advisory Committee										
Expense										
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	
Expense 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	412,150	0	0	45,520	0	27,000	484,670	18%	72,520	

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.

2.1 kilometres – New roads and underground infrastructure

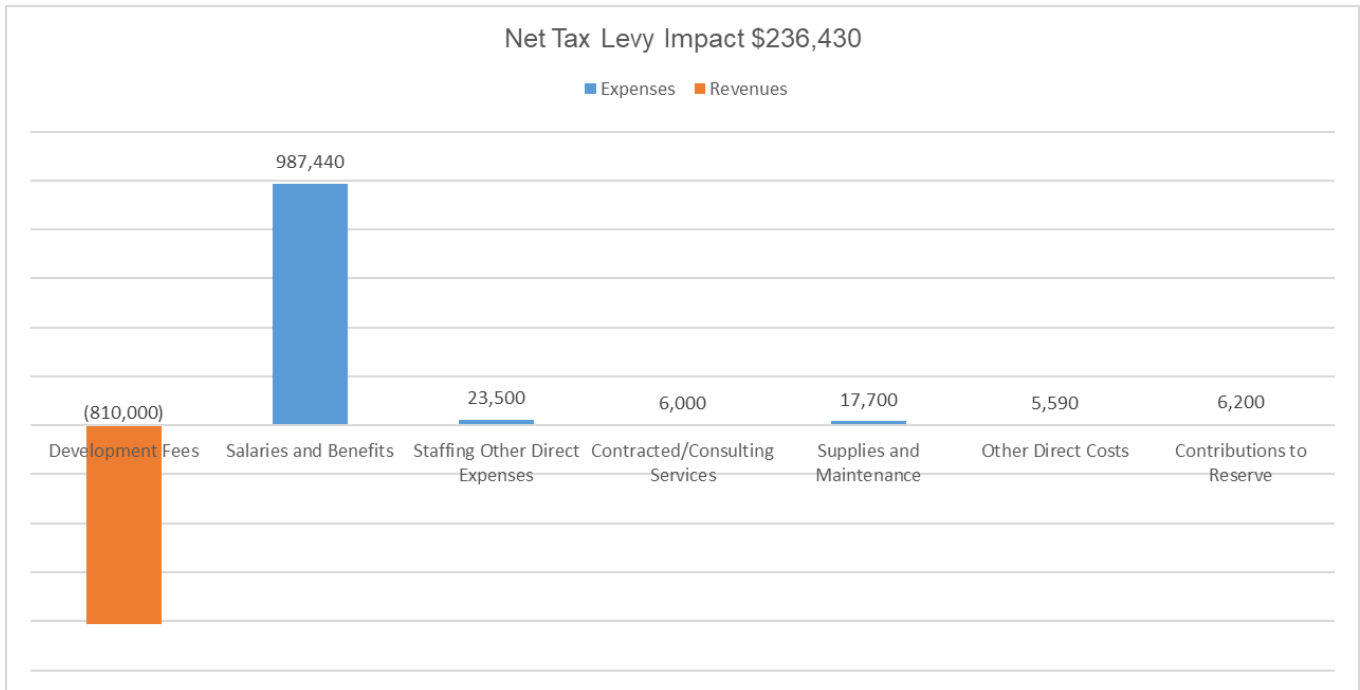
\$1.1 million – New infrastructure

80 – New site-alteration permits

Services provided by the Development Engineering Division include:

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

2021 Budgeted Expenditures and Revenues



2020 Accomplishments

- Created Sanitary Sewer Model and Master Plan
- 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
- Reviewed and updated the Site Plan Control By-law and Process Review
- Reviewed and updated the Development Engineering Design Criteria
- Processed numerous minor and major site plan applications
- Reviewed and approved infrastructure for numerous subdivisions, condominiums and site plans

Key Projects for 2021

- Review the Site Alteration Permit By-law and Process
- Implement e-permitting for site-alteration permits
- Review and update the Development Engineering Design Criteria





GEORGINA

2021 OPERATING BUDGET

Development Services - Development Engineering - Budget Details

	2021 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/ INFLATIONARY	DEBT FINANCING	OTHER	2021 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	COMMENTS
Administration										
Revenue										
Development Fees	(810,000)	0	0	0	0	0	0	0%	0	
Revenue Total	(810,000)	0	0	0	0	0	(810,000)	0%	0	
Expense										
Salaries and Benefits	994,040	0	0	(6,600)	0	0	987,440	-1%	(6,600)	
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	(1,000)	0	0	0	0	8,000	-11%	(1,000)	
Other Direct Costs	2,000	0	0	0	0	0	2,000	0%	0	
Expense Total	1,034,540	(1,000)	0	(6,600)	0	0	1,026,940	-1%	(7,600)	
Administration Total	224,540	(1,000)	0	(6,600)	0	0	216,940	-3%	(7,600)	
Fleet										
Expense										
Contributions to Reserve	6,200	0	0	0	0	0	6,200	0%	0	
Supplies and Maintenance	9,700	0	0	0	0	0	9,700	0%	0	
Other Direct Costs	2,870	0	0	720	0	0	3,590	25%	720	
Expense Total	18,770	0	0	720	0	0	19,490	4%	720	
Fleet Total	18,770	0	0	720	0	0	19,490	4%	720	
Grand Total	243,310	(1,000)	0	(5,880)	0	0	236,430	-3%	(6,880)	

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:

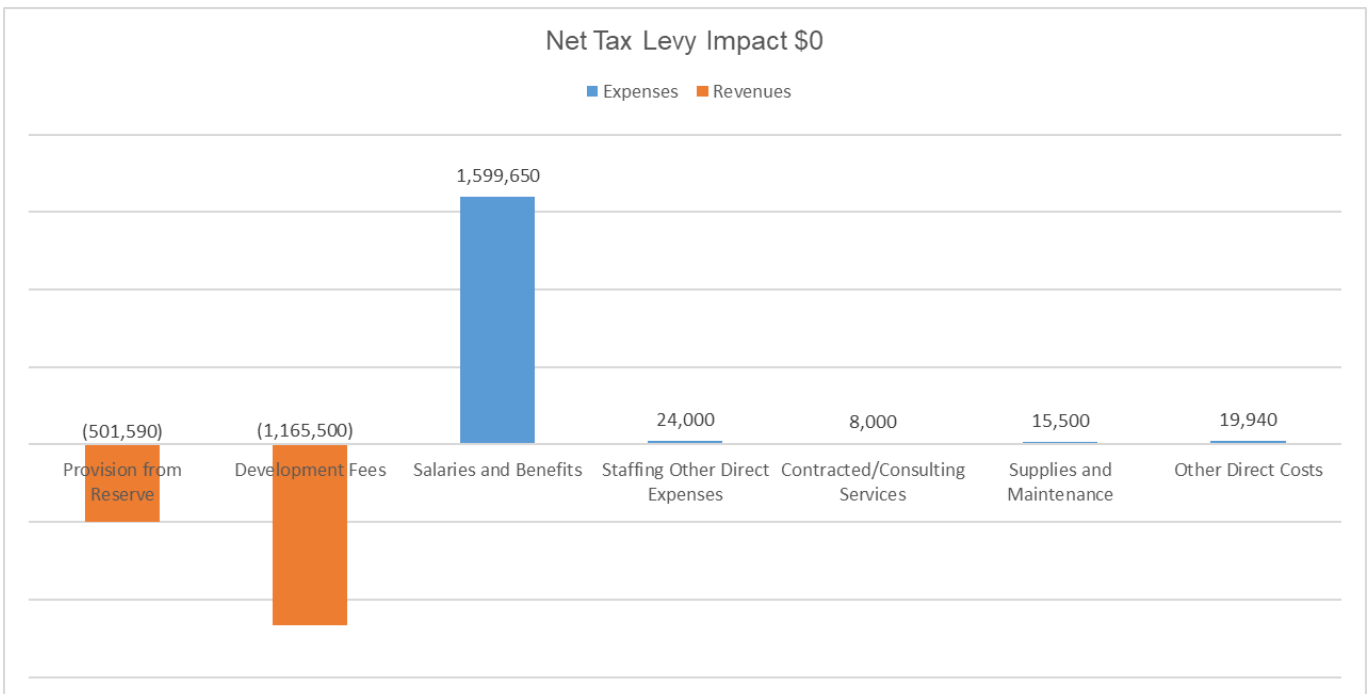
- Construction and demolition permit applications and inspections
- Inspections related to the Backflow and Cross Connection Control By-law
- Investigations relating to illegal construction and demolition
- Pool enclosure permit applications and inspections

\$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)

2021 Budgeted Expenditures and Revenues



2020 Accomplishments

- Commenced a review of service delivery fees aimed to return to a 100 per cent cost recovery model.
- Inspected properties subject to the Septic Maintenance Inspection Program to minimize risk to the waters of Lake Simcoe.

Key Projects for 2021

- Introduce updated fees related to division service delivery.
- 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)



GEORGINA

2021 OPERATING BUDGET

Development Services - Building - Budget Details

	2021 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/INFLATIONARY	DEBT FINANCING	OTHER	2021 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	COMMENTS
Administration										
Revenue										
Development Fees	(958,500)	(207,000)	0	0	0	0	0	22%	(207,000)	Growth due to new development
Provision from Reserve	(712,000)	210,410	0	0	0	0	0	-30%	210,410	Reduction (offset) for development
Revenue Total	(1,670,500)	3,410	0	0	0	0	0	0%	3,410	
Expense										
Salaries and Benefits	1,603,230	0	0	(3,580)	0	0	0	0%	(3,580)	
Staffing Other Direct Expenses	23,000	0	0	0	0	1,000	24,000	4%	1,000	
Contracted/Consulting Services	8,000	0	0	0	0	0	8,000	0%	0	
Supplies and Maintenance	5,500	0	0	0	0	0	5,500	0%	0	
Other Direct Costs	13,500	0	0	0	0	0	13,500	0%	0	
Expense Total	1,653,230	0	0	(3,580)	0	1,000	1,650,650	0%	(2,580)	
Administration Total	(17,270)	3,410	0	(3,580)	0	1,000	(16,440)	-5%	830	
Fleet										
Expense										
Supplies and Maintenance	12,000	0	0	0	0	0	10,000	-17%	(2,000)	
Other Direct Costs	5,270	0	0	1,170	0	0	6,440	22%	1,170	
Expense Total	17,270	0	0	1,170	0	(2,000)	16,440	-5%	(830)	
Fleet Total	17,270	0	0	1,170	0	(2,000)	16,440	-5%	(830)	
Grand Total	0	3,410	0	(2,410)	0	(1,000)	0	0	0	

Development Services – Economic Development and Tourism Division

The Economic Development and Tourism Division is dedicated to helping facilitate 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. 2020 has been a difficult year due to the emergence of the COVID-19 pandemic. The work program continues to evolve to ensure that local businesses receive the assistance and access to programs that support recovery. Staff are aware of the significant impact COVID-19 has had on the business community and are revising existing grant programs to support recovery efforts. The need to support partner organizations within our community continues to grow as they expand services and programs designed to promote economic growth and the social well-being of our community. COVID-19 has increased the need for us to continue to leverage additional advertising/marketing and programming to help strengthen all sectors within our community.

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

Implementation of five new grant programs to support COVID -19 pandemic recovery including the allocation of \$250,000 for the administration of a Business Recovery Program

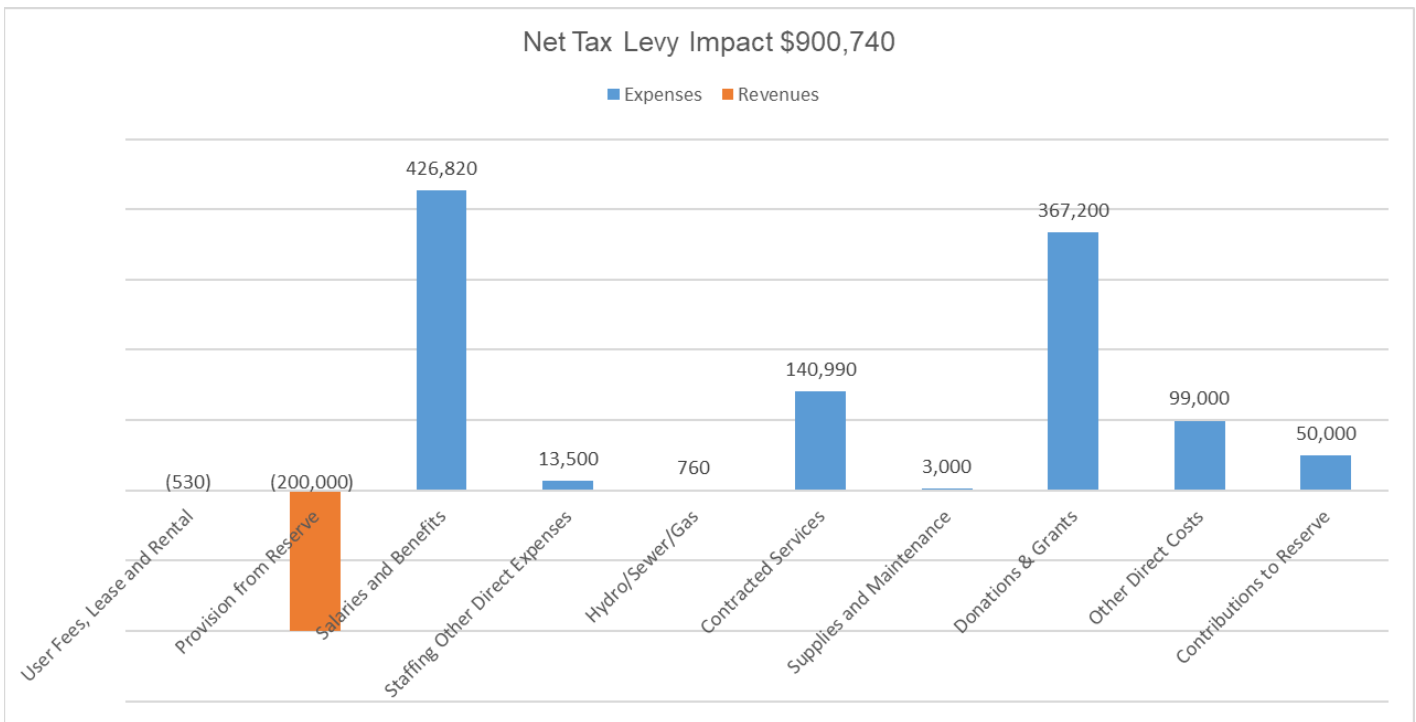
Services provided by the Economic Development and Tourism Division include:

- 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.



- Responds to the evolving economic climate with the assistance of partner organizations.
- Hosts workshops and training programs to support local businesses and workforce developments.
- Referrals to community agencies that provide training, funding and business services.

2021 Budgeted Expenditures and Revenues



2020 Accomplishments

- Launch of the Economic Recovery Team in response to the COVID-19 pandemic.
- Council approved a \$250,000 Georgina Emergency Response Benefit and supported more than 60 Georgina businesses.
- Implementation of three additional COVID-19 grant programs (building permit fee rebate, technology and interior renovation grant, not-for-profit/charitable organization financial assistance program)
- Continuation of efforts to streamline and assist investors through the development approval process.
- Expansion of summer banner program.
- Supported 18 community events, sponsoring \$45,000 in 2020, through the Economic Development and Community Betterment Grant.

- Increased division awareness through an expanded social presence and a refreshed Economic Development eNewsletter and website.
- Implementation of a Temporary Patio Program to address requirements of the Stage 2 Framework for Reopening Ontario.
- Continued support of the agri-tourism sector during the COVID-19 pandemic through a virtual Field to Table Event and shortened Farmers Market season.

Key Projects for 2021

- Continue to support COVID-19 business recovery efforts
- Reset of programs to address the “new normal”
- Complete Phase 2 of the Tourism and Wayfinding Signage



GEORGINA

2021 OPERATING BUDGET

Development Services - Economic Development - Budget Details

	2021 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/INFLATIONARY	DEBT FINANCING	OTHER	2021 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	COMMENTS
Administration										
Revenue										
User Fees, Lease and Rental	(50)	0	0	0	0	0	(50)	0%	0	
Revenue Total	(50)	0	0	0	0	0	(50)	0%	0	
Expense										
Salaries and Benefits	417,010	0	0	810	0	0	417,820	0%	810	
Staffing Other Direct Expenses	13,500	0	0	0	0	0	13,500	0%	0	
Contributions to Reserve	50,000	0	0	0	0	0	50,000	0%	0	
Supplies and Maintenance	3,000	0	0	0	0	0	3,000	0%	0	
Other Direct Costs	92,000	0	0	0	0	0	92,000	0%	0	
Expense Total	575,510	0	0	810	0	0	576,320	0%	810	
Administration Total	575,460	0	0	810	0	0	576,270	0%	810	
Economic Development Committee										
Expense										
Salaries and Benefits	4,500	0	0	0	0	0	4,500	0%	0	
Other Direct Costs	5,500	0	0	0	0	0	5,500	0%	0	
Expense Total	10,000	0	0	0	0	0	10,000	0%	0	
Economic Development Committee Total	10,000	0	0	0	0	0	10,000	0%	0	
Georgina Chamber of Commerce										
Revenue										
User Fees, Lease and Rental	(480)	0	0	0	0	0	(480)	0%	0	
Revenue Total	(480)	0	0	0	0	0	(480)	0%	0	
Expense										
Hydro/Sewer/Gas	760	0	0	0	0	0	760	0%	0	
Contracted Services	84,940	0	0	0	0	(950)	83,990	-1%	(950)	
Expense Total	85,700	0	0	0	0	(950)	84,750	-1%	(950)	
Georgina Chamber of Commerce Total	85,220	0	0	0	0	(950)	84,270	-1%	(950)	
Georgina Trades Training Inc										
Expense										
Donations & Grants	50,000	0	0	0	0	0	50,000	0%	0	
Expense Total	50,000	0	0	0	0	0	50,000	0%	0	
Georgina Trades Training Inc Total	50,000	0	0	0	0	0	50,000	0%	0	
Grants and Sponsorships										
Revenue										
Provision from Reserve	(100,000)	0	0	0	0	0	(100,000)	0%	0	
Revenue Total	(100,000)	0	0	0	0	0	(100,000)	0%	0	
Expense										
Donations & Grants	217,200	0	0	0	0	0	217,200	0%	0	
Expense Total	217,200	0	0	0	0	0	217,200	0%	0	
Grants and Sponsorships Total	117,200	0	0	0	0	0	117,200	0%	0	
Streetscaping										
Expense										
Contracted Services	57,000	0	0	0	0	0	57,000	0%	0	
Expense Total	57,000	0	0	0	0	0	57,000	0%	0	
Streetscaping Total	57,000	0	0	0	0	0	57,000	0%	0	
Waterways Committee										
Expense										
Salaries and Benefits	4,500	0	0	0	0	0	4,500	0%	0	
Other Direct Costs	1,500	0	0	0	0	0	1,500	0%	0	
Expense 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	
Georgina Community Health Council										
Revenue										
Provision from Reserve	0	0	0	(100,000)	0	0	(100,000)		(100,000)	
Revenue Total	0	0	0	(100,000)	0	0	(100,000)		(100,000)	
Expense										



GEORGINA

2021 OPERATING BUDGET

Development Services - Economic Development - Budget Details

	2021 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/ INFLATIONARY	DEBT FINANCING	OTHER	2021 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	COMMENTS
Donations & Grants	0	0	0	100,000	0	0	100,000		100,000	
Expense Total	0	0	0	100,000	0	0	100,000		100,000	
Georgina Community Health Council Tot:	0	0	0	0	0	0	0		0	
Grand Total	900,880	0	0	810	0	(950)	900,740	0%	(140)	