

**GEORGINA**

## Development Services

The Development Services Department promotes 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.

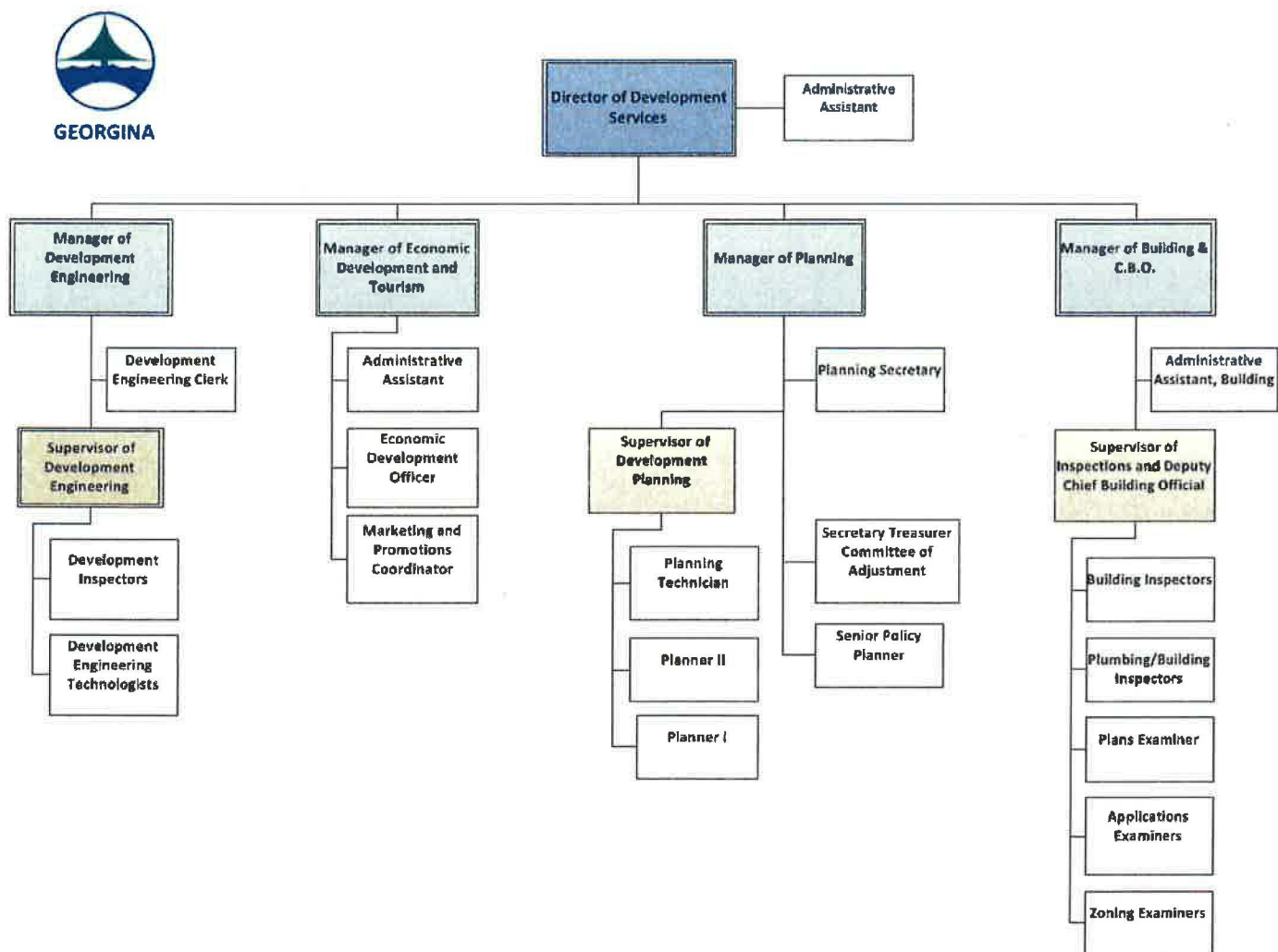
### 2018 Success Story

#### ClearWater Farm Project



Throughout the past year, the Development Services team has been working with the Ontario Water Centre on the development of the ClearWater Farm project. One of the major accomplishments was a history-making public barn raising that attracted approximately 1,000 people to the grounds of ClearWater Farm over a week in August 2018. Visitors from across Ontario came to Georgina to see the Timber Framers Guild volunteers (arriving from all over North America) rebuild a firedestroyed 112-year-old barn on the Lake Drive property. The rebuilding of the ClearWater Farm barn led up to Georgina's 200th Anniversary and visitors signed a birthday card in celebration. The community rallied to help, supplying the crew with 8,000 breakfasts, lunches and dinners. Plans for the barn include use as a multi-function year-round resource for cultural programming and events. ClearWater Farm is being transformed into a centre for experiential learning and a place that connects kids with nature.

## 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, the Planning Act, the Municipal Act, and other related regulations, by-laws and administrative policies
- Continue to integrate, train and develop new staff, particularly within the Development Engineering Division
- Monitor and assess customer service delivery initiatives through the new Planning and Development Engineering Service Hub

## Major Initiatives Planned for 2019

- Keswick Secondary Plan Review and Update
- Launch Local Business Visitation Program
- Develop online step-by-step instructional/guidance videos related to applying for various types of building permits
- Update Sanitary Sewage Master Plan and develop a new development sanitary system capacity assessment model

## DEPARTMENT: DEVELOPMENT SERVICES

## GEORGINA - 2019 BUDGET

	2018 ACTUALS TO DATE	2018 APPROVED BUDGET	2019 BASE BUDGET	2019 GROWTH RELATED	2019 SERVICE LEVEL	2019 LEGISLATIVE/ CONTRACTS	2019 INFLATION RELATED	2019 OTHER ITEMS	2019 FINAL BUDGET	% BUD/BUD VARIANCE	\$ BUD/BUD VARIANCE
<b>DEPARTMENT TOTALS</b>											
Revenue	(2,682,596)	(3,037,430)	(3,037,430)	(194,540)	(6,000)	(53,000)	(5,390)	147,980	(3,148,380)	3.7%	(110,950)
Expenses	3,626,371	4,946,200	4,946,200	7,500	18,660	173,940	17,630	(165,400)	4,998,530	1.1%	52,330
<b>TOTAL BY DEPARTMENT</b>	<b>943,775</b>	<b>1,908,770</b>	<b>1,908,770</b>	<b>(187,040)</b>	<b>12,660</b>	<b>120,940</b>	<b>12,240</b>	<b>(17,420)</b>	<b>1,850,150</b>	<b>(3.1%)</b>	<b>(58,620)</b>
Department Administration	251,288	281,100	281,100	-	-	(1,040)	1,200	-	281,260	0.1%	160
Building	(226,183)	-	-	-	-	-	-	-	-		-
Planning	475,507	673,180	673,180	(93,540)	(340)	4,380	5,530	(1,200)	588,010	(12.7%)	(85,170)
Economic Development	703,604	792,060	792,060	500	13,000	79,500	1,580	(9,520)	877,120	10.7%	85,060
Development Engineering	(260,441)	162,430	162,430	(94,000)	-	38,100	3,930	(6,700)	103,760	(36.1%)	(58,670)
<b>TOTAL BY DIVISION</b>	<b>943,775</b>	<b>1,908,770</b>	<b>1,908,770</b>	<b>(187,040)</b>	<b>12,660</b>	<b>120,940</b>	<b>12,240</b>	<b>(17,420)</b>	<b>1,850,150</b>	<b>(3.1%)</b>	<b>(58,620)</b>



GEORGINA

## 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

\$45.5 million –  
Construction value of  
building permits issued  
(January to September)

2,984 – Building permit  
inspections completed  
(January to October)

341 – Number of building  
permits issued (January  
to September)

## 2018 Accomplishments

- Completed electronic scanning project of all legacy and current septic system records
- Implemented a Building Division Hub to receive building and site alteration permit applications to improve customer experience
- Inspected 258 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.

## Key Projects for 2019

- Develop online step-by-step instructional/guidance videos related to applying for various types of building permits

- Process permits for construction of 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)



DEPARTMENT: DEVELOPMENT SERVICES  
DIVISION: BUILDING

GEORGINA - 2019 BUDGET

	2018 ACTUALS TO DATE	2018 APPROVED BUDGET	2019 BASE BUDGET	2019 GROWTH RELATED	2019 SERVICE LEVEL	2019 LEGISLATIVE CONTRACTUAL	2019 INFLATION RELATED	2019 OTHER ITEMS	2019 FINAL BUDGET	% BUD/BUD VARIANCE	\$ BUD/BUD VARIANCE
<b>DIVISION TOTALS</b>											
Revenue	(1,342,837)	(1,679,290)	(1,679,290)	-	(6,000)	(53,000)	(5,390)	112,500	(1,631,180)	(2.9%)	48,110
Expenses	1,116,654	1,679,290	1,679,290	-	6,000	53,000	5,390	(112,500)	1,631,180	(2.9%)	(48,110)
<b>TOTAL BY DIVISION</b>	<b>(226,183)</b>	-	-	-	-	-	-	-	-		-
Administration	(239,448)	(17,190)	(17,190)	-	-	-	-	-	(17,190)	0.0%	-
Fleet	13,265	17,190	17,190	-	-	-	-	-	17,190	0.0%	-
<b>TOTAL BY PROGRAM/ COST CENTRE</b>	<b>(226,183)</b>	-	-	-	-	-	-	-	-		-



GEORGINA

## 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.

898 – Draft plan  
subdivision units  
approved

862 – Units registered

64 – Minor variance  
applications submitted

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.



## 2018 Accomplishments

- Approval of the new Planning Applications and Services Fee By-law for implementation on Jan. 1, 2019
- Creation of the Development Engineering and Planning Service Hub, bringing the engineering, planning and Committee of Adjustment staff and administrative processes together in a single-service counter area on the third floor of the Civic Centre
- Creation of the “Development Review Team” (DeRT) with participation of management/supervisory team of the various divisions involved in the development application processes, with the focused mandate of exploring opportunities for development application processing efficiencies, and improving customer service to citizens and the development industry
- Fifty-nine staff reports on minor variance and severance applications have been brought to the Committee of Adjustment, and 45 reports have been brought before Council on a variety of development applications and other planning-related matters
- General reports to Council:
  - Heritage Impact Assessments and Cultural Heritage Evaluation Reports
  - Lake Drive Shoreline Action Plan – Zoning the Lakeshore Lands/Lots
  - New community plan for the South Keswick Development Area including the designation of lands for the new Multi-use Recreation Complex and Pepperlaw Fire Hall
  - Protecting Water for Future Generations – Growing the Greenbelt in the Outer Ring
  - Zoning Provisions and House Sizes – Understanding the Minor Variance Process

## Key Projects for 2019

- Undertake the review of the Keswick Secondary Plan
- Develop a Housing Strategy

DEPARTMENT: DEVELOPMENT SERVICES  
DIVISION: PLANNING

GEORGINA - 2019 BUDGET

	2018 ACTUALS TO DATE	2018 APPROVED BUDGET	2019 BASE BUDGET	2019 GROWTH RELATED	2019 SERVICE LEVEL	2019 LEGISLATIVE CONTRACTUAL	2019 INFLATION RELATED	2019 OTHER ITEMS	2019 FINAL BUDGET	% BUD/BUD VARIANCE	\$ BUD/BUD VARIANCE
<b>DIVISION TOTALS</b>											
Revenue	(392,158)	(402,560)	(402,560)	(94,540)	-	-	-	-	(497,100)	23.5%	(94,540)
Expenses	867,665	1,075,740	1,075,740	1,000	(340)	4,380	5,530	(1,200)	1,085,110	0.9%	9,370
<b>TOTAL BY DIVISION</b>	<b>475,507</b>	<b>673,180</b>	<b>673,180</b>	<b>(93,540)</b>	<b>(340)</b>	<b>4,380</b>	<b>5,530</b>	<b>(1,200)</b>	<b>588,010</b>	<b>(12.7%)</b>	<b>(85,170)</b>
Administration	452,524	618,230	618,230	(14,540)	-	3,560	5,200	(1,200)	611,250	(1.1%)	(6,980)
Agricultural Advisory	1,607	3,940	3,940	-	-	-	-	-	3,940	0.0%	-
Environmental Advisory	1,169	4,940	4,940	-	-	-	-	-	4,940	0.0%	-
Tile Drainage	-	-	-	-	-	-	-	-	-	-	-
Committee of Adjustment	20,207	46,070	46,070	(79,000)	(340)	820	330	-	(32,120)	(169.7%)	(78,190)
<b>TOTAL BY PROGRAM/ COST CENTRE</b>	<b>475,507</b>	<b>673,180</b>	<b>673,180</b>	<b>(93,540)</b>	<b>(340)</b>	<b>4,380</b>	<b>5,530</b>	<b>(1,200)</b>	<b>588,010</b>	<b>(12.7%)</b>	<b>(85,170)</b>



GEORGINA

## Development Services – Economic Development and Tourism Division

The Economic Development and Tourism Division is dedicated to pursuing local economic growth and prosperity as the Town transitions from its historic roots as a rural farming community to a prosperous lakeside community with urban amenities. The division, together with the corporation, is setting the foundation for the next wave of growth through community partnerships.

The division is committed to providing clients with the information they need to navigate the Town's approval processes and advising them of the resources available to support local business development. Currently, it 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 regional tourism organizations, 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.

800 – Number of businesses in Georgina

74 – New business openings

308 – New jobs created in 2018

\$45,000 – Grants provided to organizations to expand and market local festivals and events

Services provided by the Economic Development and Tourism Division include:

- Create a positive and welcoming environment that encourages further investment in the Town
- Highlight the financial and business resources that are available in Georgina to grow business ventures
- Maintain an online registry of properties that are currently for sale
- Promote and develop opportunities in order to increase the economic viability of the Agri-tourism sector (Farmers Market, Field to Table Event)
- Promote and highlight the accomplishments of the local business community to ensure that success stories are shared in the community
- Provide a "Welcome to Georgina" program and visits to new businesses to advise of the resources available
- Provide staff support to the historic business improvement areas to help market and increase traffic and spending
- Research opportunities to leverage grant funding to support the revitalization of the historic downtown areas and provide a street banner program in these areas

## 2018 Accomplishments

- Assisted with the redesign and printed new brochures to market the various businesses within the three historic business improvement areas
- Continued efforts, alongside development engineering staff, to work on site-plan approvals for the Keswick Business Park
- Development of the Application Fee Rebate program
- Increased subscription to the Economic Development e-newsletter by 70 per cent to ensure more local businesses are aware of the services provided by the Town and local stakeholders
- Launched phase one of the Business Class Program to help business owners navigate the development approval process
- Organized first Field to Table event where residents and visitors toured seven local farms and had a firsthand view of farming and Agri-tourism in Georgina. (Marketing materials produced by the Town received an award from the Economic Development Association of Canada)
- Participated in 12 summer community events including data gathering to determine the origin of visitors and help determine the focus of future marketing efforts

## Key Projects for 2019

- Develop and implement the Business Visitation Program
- Enhance efforts to increase community, corporate and investment readiness for growth
- Enhance local streetscapes with support of the Association of Municipalities Ontario (AMO) main street funding grant
- Implement campaigns to strengthen the Town's brand and marketing
- Implement Phase 2 of Business Class Program to expedite development approvals for those businesses that create major employment and increase the non-residential tax base
- Launch social media presence that is aligned with activities in the Economic Development and Tourism Division

## DEPARTMENT: DEVELOPMENT SERVICES

## GEORGINA - 2019 BUDGET

## DIVISION: ECONOMIC DEVELOPMENT

	2018 ACTUALS TO DATE	2018 APPROVED BUDGET	2019 BASE BUDGET	2019 GROWTH RELATED	2019 SERVICE LEVEL	2019 LEGISLATIVE CONTRACTUAL	2019 INFLATION RELATED	2019 OTHER ITEMS	2019 FINAL BUDGET	% BUD/BUD VARIANCE	\$ BUD/BUD VARIANCE
<b>DIVISION TOTALS</b>											
Revenue	-	(135,580)	(135,580)	-	-	-	-	35,480	(100,100)	(26.2%)	35,480
Expenses	703,604	927,640	927,640	500	13,000	79,500	1,580	(45,000)	977,220	5.3%	49,580
<b>TOTAL BY DIVISION</b>	<b>703,604</b>	<b>792,060</b>	<b>792,060</b>	<b>500</b>	<b>13,000</b>	<b>79,500</b>	<b>1,580</b>	<b>(9,520)</b>	<b>877,120</b>	<b>10.7%</b>	<b>85,060</b>
Administration	425,345	501,900	501,900	500	8,000	79,500	1,500	-	591,400	17.8%	89,500
Grants and Sponsorships	68,351	109,200	109,200	-	-	-	-	-	109,200	0.0%	-
Georgina Chamber of	86,049	88,440	88,440	-	-	-	80	-	88,520	0.1%	80
Waterways Committee	1,066	6,000	6,000	-	-	-	-	-	6,000	0.0%	-
Streetscaping	25,350	17,000	17,000	-	5,000	-	-	-	22,000	29.4%	5,000
Economic Development	2,443	10,000	10,000	-	-	-	-	-	10,000	0.0%	-
Georgina Trades Training Inc	95,000	59,520	59,520	-	-	-	-	(9,520)	50,000	(16.0%)	(9,520)
<b>TOTAL BY PROGRAM/ COST CENTRE</b>	<b>703,604</b>	<b>792,060</b>	<b>792,060</b>	<b>500</b>	<b>13,000</b>	<b>79,500</b>	<b>1,580</b>	<b>(9,520)</b>	<b>877,120</b>	<b>10.7%</b>	<b>85,060</b>





GEORGINA

## 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.

1.6 kilometres – New roads built

4.8 kilometres – New underground infrastructure

\$9.8 million – New infrastructure

223 – New site-alteration permits

Services provided by the Development Engineering Division include:

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

### 2018 Accomplishments

- Addition of one new engineering technologist and one new inspector to provide added service for the growth in development
- Collaborated with developers to replace the Wexford Booster Station with a single booster station that addresses new development needs and existing water pressure concerns



- Creation of the Development Engineering and Planning Service HUB, bringing the Engineering, Planning and Committee of Adjustment staff and administrative processes together in a single-service counter area on the third floor of the Civic Centre
- Continued implementation of Icity for site-alteration permits and plot plans to improve the tracking of permits and improved coordination with the Building Division
- Processed numerous minor and major site plan applications
- Remediated and cleaned up contaminated fill site in Baldwin
- Reviewed and approved infrastructure for numerous subdivisions, condominiums and site plans

## Key Projects for 2019

- Archive engineering plans and drawings
- Develop a Sanitary Sewage Master Plan and Model
- Explore e-permitting for site-alteration permits
- Review and update Site Plan Control By-law and process review
- Undertake transfer of review program to fast-track Ministry of Environment approvals

DEPARTMENT: DEVELOPMENT SERVICES  
DIVISION: DEVELOPMENT ENGINEERING

GEORGINA - 2019 BUDGET

	2018 ACTUALS TO DATE	2018 APPROVED BUDGET	2019 BASE BUDGET	2019 GROWTH RELATED	2019 SERVICE LEVEL	2019 LEGISLATIVE CONTRACTUAL	2019 INFLATION RELATED	2019 OTHER ITEMS	2019 FINAL BUDGET	% BUD/BUD VARIANCE	\$ BUD/BUD VARIANCE
<b>DIVISION TOTALS</b>											
Revenue	(947,601)	(820,000)	(820,000)	(100,000)	-	-	-	-	(920,000)	12.2%	(100,000)
Expenses	687,160	982,430	982,430	6,000	-	38,100	3,930	(6,700)	1,023,760	4.2%	41,330
<b>TOTAL BY DIVISION</b>	<b>(260,441)</b>	<b>162,430</b>	<b>162,430</b>	<b>(94,000)</b>	<b>-</b>	<b>38,100</b>	<b>3,930</b>	<b>(6,700)</b>	<b>103,760</b>	<b>(36.1%)</b>	<b>(58,670)</b>
Administration	(273,944)	142,860	142,860	(94,000)	-	38,100	3,930	(6,700)	84,190	(41.1%)	(58,670)
Fleet	13,503	19,570	19,570	-	-	-	-	-	19,570	0.0%	-
<b>TOTAL BY PROGRAM/ COST CENTRE</b>	<b>(260,441)</b>	<b>162,430</b>	<b>162,430</b>	<b>(94,000)</b>	<b>-</b>	<b>38,100</b>	<b>3,930</b>	<b>(6,700)</b>	<b>103,760</b>	<b>(36.1%)</b>	<b>(58,670)</b>