



STAFF REPORT TO THE COMMITTEE OF THE WHOLE

Report No: BP-2021-01

January 20, 2021

From: Jacob Rheume – Chief Building Official / Director of Building, By-law & Planning

RE: 2021 Work Plan

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2021-01 – the Director of Building, By-law & Planning 2020 Work Plan.

Background / Analysis:

The Building, By- Law & Planning Department is presenting the Council of the Township of North Glengarry with their work plan update for 2021.

BUILDING

Maxville Water Project

When the meter installation gets inspected, the Township does a reading of the meter and provides the information to the Water and Sewer Collector so the Township can charge the owners accordingly, whether simply on monthly fees or if overcharges are due. The department conducted all outstanding inspections and we are now “up-to-date” with the inspections. We have started to do the inspections as the requests comes in so there are no more back log and people do not get overcharged.

Here is a quick approximate summary:

Completed Inspections: 207

In Process: 55

Exemption/Extension: 29

No Action/No Contact to Date: 92

Vacant Serviced Lots: 62

Building Permit Application & Tracking Software

The Department is fully working with CGIS for building permits as the new system is up and running.

Building Permits

The Building Department issued 236 building permit applications in 2020 for a total permit fees of \$ 172,945.00, to compare this number with 2019, we had issued our 212 permits in 2019 on for a total permit fee of 91,387.00.

The situation regarding Building Permits is very much the same as it was in April 2020; due to the COVID-19 provincial stay-at-home order, the Township is currently not issuing permits, unless it is deemed “essential” or only under certain specific conditions. Here is the list of provided by the Provincial Government;

- *Permitted construction activities or projects and related services, including land surveying and demolition services.*
- *Construction projects and services associated with the healthcare sector and long-term care, including new facilities, expansions, renovations and conversion of spaces that could be repurposed for health care space.*
- *Construction projects and services required to ensure safe and reliable operations of, or to provide new capacity in, provincial and municipal infrastructure, including transit, transportation, energy, mining and justice sectors beyond the day-to-day maintenance.*
- *Construction projects and services that support the operations of, and provide new capacity in schools, colleges, universities, municipal infrastructure and childcare centers within the meaning of the Child Care and Early Years Act, 2014.*
- *Construction projects under the Investing in Canada Infrastructure Program*
- *Construction projects and services that support the operations of Broadband internet and cellular technologies and services.*
- *Critical industrial construction activities required for,*
 - *the maintenance and operations of petrochemical plants and refineries,*
 - *significant industrial petrochemical projects where preliminary work has already commenced,*
 - *industrial construction and modifications to existing industrial structures limited solely to work necessary for the production, maintenance, and/or enhancement of Personal Protective Equipment, medical devices (such as ventilators), and other identified products directly related to combatting the COVID-19 pandemic.*
- *Construction projects that are due to be completed before July 2021 and that would provide additional capacity in the production, processing, manufacturing or distribution of food, beverages or agricultural products.*
- *Construction projects that were commenced before January 12, 2021, and that would,*
 - *i. provide additional capacity for businesses that provide logistical support, distribution services, warehousing, storage or shipping and delivery services, or*
 - *ii. provide additional capacity in the operation and delivery of Information Technology (IT) services or telecommunications services.*
- *Residential construction projects where,*
 - *a footing permit has been granted for single family, semi-detached and townhomes*
 - *the project is a condominium, mixed use or other residential building, or*
 - *the project involves renovations to residential properties and construction work was started before January 12, 2021.*
- *Construction to prepare a site for an institutional, commercial, industrial or residential development, including any necessary excavation, grading, roads or utilities infrastructure.*
- *Construction and maintenance activities necessary to temporarily close construction sites that have paused or are not active and to ensure ongoing public safety.*

- *Below-grade multi-unit residential construction projects, such as apartments and condominiums. The Ontario government also provided that businesses must follow public health measures and should review the workplace safety guidelines.*

- *Construction on any project intended to provide either,*
 - *affordable housing, or*
 - *shelter or supports for vulnerable persons.*

- *If the project is being funded in whole or in part by, or is being undertaken by, any of the following:*
 - *A. the Crown in right of Canada or in right of Ontario,*
 - *B. an agency of the Crown in right of Canada or in right of Ontario,*
 - *C. a municipality,*
 - *D. a service manager as defined in the Housing Services Act, 2011, or*
 - *E. a registered charity and not for profit within the meaning of the Income Tax Act (Canada).*

Enhanced with:

- *Workplace testing*
- *Additional enforcement to ensure compliance*

The Township is still accepting application and reviewing the applications. When the restrictions are lifted, the building permits will be issued. We currently have about 8 applications “on hold”.

Office Desks

We blocked the access to the office with a temporary door. We have signs with instructions at the front, hand sanitizer and stickers on the floor for social distancing, very similar to what you would see in any other commercial space available to public. We will now be starting to get prices for the installation of 2 “security” doors installed so people have only access to the lobby, having to get “buzzed” in by the receptionist.

Development Charges By-law

The department, along with the CAO/Clerk department, will also be working on implementation a Development Charges By-law. The *Development Charges Act, 1997* enables municipalities in Ontario to enact by-laws to impose development charges against lands to be developed to pay for growth-related capital costs for municipal services such as roads, water, wastewater, public works, recreation and fire services. A municipality has to complete a development charge background study and hold at least one public meeting before passing a development charge by-law. Some of the background work and studies were completed in the past but since a such By-law has to be reviewed every 5 years, the studies have to be entirely re-done.

BY-LAW ENFORCEMENT

Ongoing Complaints

The By-law is also working on several files to achieve compliance with municipal By-laws in a timely manner and to avoid any additional costs.

The By-law Enforcement is very busy during the COVID-19 crisis to comply with all Provincial and Federal implementations regarding many restrictions/recommendations such as limiting distances and gatherings of people. He has also been disinfecting the main office daily to ensure our safety. He is also patrolling all municipal properties to ensure everything is safe and compliant. He is our main link between us and the OPP, trying to get as many people as possible to comply with the “stay-at-home” order.

By-law Set fines

The By-law department will focus more on implementing set fines charges for existing By-laws such as the Clean Yards By-law, Livestock/Poundkeeper By-law and the Civic Number By-law. The Animal Control By-law may be reviewed entirely to incorporate a section for prohibited animals and to review everything related to dogs as we now have a new system in place for dog catching, now done “in-house”.

PLANNING

IHA Projects

The Planning Department is working with the SDG Counties Planning and Engineering departments on the IHA projects for assisted living south of County Road 43 on the hospital lands, and the senior village project north of County Road 43 across from the hospital lands. The proponent submitted a Zoning By-law application for the lands north of County Road 43 to permit the mixed use residential ‘Glengarry Hills’ development. The zoning for the lands north of County Road 43 is now final and binding, while the zoning amendment for the severed lands, south of County Road 43 will be final and binding on February 1st, 2021.

DRAFT Clear Cutting By-law

Staff met to discuss latest changes to the draft by-law. Some proposed revisions were sent for a legal review. Next steps include refining the draft by-law with the discussed changes, circulating it to Council for a review, and scheduling a second set of public consultation meetings, in person, while respecting COVID orders and regulations. Pre-registration will help determine the number of public members interested in public consultation.

LPAT Appeal (MV-02-2020)

The Planning Department has been working on the LPAT Appeal application for Minor Variance MV-02-2020 (Franz Suter). A Joint Book of Documents was assembled with all the required documentation (a total of 550 pages). The book was shared with LPAT authorities, and legal counsels of the appellant, applicant and Township. The hearing date is set for September 24, 2020. While there is no definitive date for a decision from LPAT, indications were given that a decision might be sent out by the end of January 2021, however, this was prior to the lockdown and stay at home order.

Draft Zoning By-law Review (2020)

The zoning information has been updated until 2019 with the latest zoning by-law amendments and minor variances. The information is available online to the public through the SDG Counties Mapping tool. The Planning department also created a dedicated planning page on the Township of North Glengarry website, it can be accessed by clicking “Planning, Development and Zoning.” On the bottom left hand corner of the Township website main page. The GIS technician has completed the draft 2020 zoning schedules in PDF form, this will be an attachment to the new zoning by-law for public reference. The next steps in the zoning by-law review include conducting site verifications to ensure compliance with zoning compared to actual on the ground uses.

Planning Procedures (SDG Counties)

Planners from the six townships, the Conservation Authorities and SDG Counties met in North Glengarry for the quarterly meeting to discuss various planning matters. Most importantly, the SDG Counties have initiated a collaborative process to create a manual for streamlining the application processes at the SDG Counties. The first day long collaborative workshop was set to take place at the beginning of this year. However, this might be delayed due to the lockdown/stay at home orders.

LPAT Official Plan Appeal

The appeal is ongoing. The SDG Counties and the six Townships are awaiting a date for the LPAT Hearing for the schedules that are under appeal. The process has been further delayed by COVID 19. The SDG Counties received the review of an independent agricultural consultant regarding the proposed revisions to the Agricultural and Rural designations in the Official Plan. The report has been adopted by Council to be presented at LPAT with it’s conclusions and recommendations. LPAT has issued a decision in regards to the agreed wording of the SDG Counties Official Plan (2018) text.

Ongoing Zoning By-law Amendments, Consent Applications, Minor Variances

The Planning Department is working on several files with applicants that will be forwarded to Council in due time. Pre-consultation meetings can still be conducted via phone or Zoom for safety reasons.

Inventory of vacant lands in Alexandria and Maxville

The GIS Technician completed a list of vacant lands that may have potential for development in Alexandria and Maxville. This includes a list of lands with a map highlighting the properties.

Alternatives:

None.

Financial Implications:

No financial implications to the Township

Attachments & Relevant Legislation:

None.

Others Consulted:

Todd McDonell, *By-law Enforcement Officer*
Kasia Olszewska, *Planner*

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk