



STAFF REPORT TO THE COMMITTEE OF THE WHOLE

Report No: BP-2021-23

September 22, 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-2021-23 – the Director of Building, By-law & Planning 2021 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 Billings and Accounts Receivable Clerk so the Township can charge the owners accordingly, whether simply 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 come in so there is no more back log and people do not get overcharged. The department is in constant communication with plumbers to complete the inspections as they are completed. The deadline of July 31, 2021 has now passed so all the users are being charged. Most of the outstanding installations are due to back log from the plumbers.

Building Permits

As of September 20, 2021 the Building Department issued 198 building permits. As a comparison, in 2020, on September 20, the department had issued 178 permits. The increase

in amount of permit does not necessarily mean the permit value in dollars is larger and final numbers will be calculated at the end of the year.

We are seeing an increase in rural single-family development in last few months. Many residents are also inquiring about “tiny homes” and secondary dwellings, as seen at Planning meetings.

Deputy Chief Building Official

Michel Lalonde was hired as Deputy Chief Building Official. He comes with many years of experience in both the private and the municipal world. He has been an inspector for more than 20 years. He is bilingual, qualified, works well with the public and comes with experience than helped the department from the get-go. Michel now has an office on the second floor of the municipal building where the kitchenette used to be.

Large Projects

Council recently approved SPDA for the Animal Hospital on West Boundary Road. The construction of the Animal Hospital has started, footings, concrete work is completed, the foundation is backfilled, and the framing has started.

The 5-plex residential units on St-James is, for the most part, completed and received full residential occupancy. All five units were rented out before the end on the construction. The rear exterior grading for the retention pond is the only item left to do.

The 4-plex residential project on St-George received planning approval, Council will be presented final Site Plan Control By-law at the next Council meeting and then the building permit will be applied for. Most of the required documentation is already submitted.

The apartment complex in Maxville in the old St-Bernard school is also moving along, framing has started, and the existing part is being renovated and modified to accommodate for fire separations. Walls are completed and roof trusses are starting to be installed.

The “trucking depot” property at 3525 County Road 34 is has exterior features such as fencing and the gravel parking lot being worked on. There is nothing that would require Site Plan Control. We specifically mentioned only gravel parking addition was permitted to avoid any water ponding/drainage issues.

The old “Brown Shoe” building at 173 Kenyon Street West is currently being cleaned out. Only removal of stored material is permitted. A demolition or renovation permit has not been required at this time.

The event venue building on Kenyon Concession 2 is still at the early stages of site preparation work.

A few large agricultural construction projects are also in the works.

BY-LAW ENFORCEMENT

Ongoing Complaints

The By-law Enforcement Officer 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 department 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.

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”.

Dogs

The By-law Enforcement Officer along with the Economic Development Officer put in place a program to re-house stray dogs found in the Township. We have also seen an increase in dogs since the pandemic as people were all stuck at home and decided to have a dog for company. The By-law Enforcement Officer gets about 25 calls per year for stray dogs in the Township. They are not all brought to our pound as some of them are never caught. When one is caught, the Bylaw Enforcement Officer brings the dog to our pound here in Alexandria and we then have a process to find the owner, or to eventually find the dog a new home. The application for dog adoption is on our website. The Enforcement Office would then contact the applicant on a first come, first serve basis, to answer some questions such as size of property, preferences by the applicant, etc.

PLANNING

Subdivisions

The Township of North Glengarry has not seen a subdivision application for over 10 years. We are now getting requests from landowners as to what the process is. Subdivisions are processed and approved at County level, but the Township is the “main” commenting agency as we want the subdivision to be “as per our standards”. We do not have standards at this point. We are currently working on a document that would include all the standards for a subdivision and we will then present it to Council for approval. This would basically be a guide for

landowners to instruct them “how” the subdivision be designed and constructed for roads, servicing, parcel layout, drainage, grading, etc.

Severances

The SDG Counties Planning Department is processing the backlog of severance applications to reduce the wait times. As a result, the number of applications presented to Council will increase in the near future.

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.

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 senior mixed use residential ‘Glengarry Hills’ development. The project is currently under review for Site Plan Development. A review will be done by JL Richards and then the points will be evaluated “in-house”.

LPAT Official Plan Appeal

The appeal is ongoing. The SDG Counties and the six Townships are awaiting a date for the Ontario Land Tribunal hearing (previously known as LPAT) for the schedules that are under appeal. The SDG Counties and Township Staff met with the representatives of the Ministry of Municipal Affairs and Housing for a ‘without prejudice’ review of the rural and agricultural official plan schedules. This is in preparation for the Ontario Land Tribunal hearing. All owners were previously notified, but we are currently ensuring they are all aware of the exact situations. Some owners are awaiting the appeal to be finalized to start some planning application processes.

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. Many Planning Act applications are being submitted. We anticipate that these numbers will likely increase in the near future.

Alternatives:

None.

Financial Implications:

No financial implications to the Township

Attachments & Relevant Legislation:

Excel Work Plan spreadsheet

Others Consulted:

Todd McDonell, *By-law Enforcement Officer*

Kasia Olszewska, *Planner*

Reviewed and Approved by:

Sarah Huskinson, *CAO/Clerk*