

# **The Corporation of the City of Kawartha Lakes**

## **Planning Advisory Committee Report**

**Report Number ED2020-026**

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**Meeting Date:** December 2, 2020

### **Regular Meeting**

**Title:** Economic Recovery Task Force Sub-Committee Recommendations

**Description:** Overview of the Concierge Program and the Planning Application Spreadsheet that were recommendations from the Economic Recovery Task Force Sub-Committee

**Author and Title:** Emily Turner, Economic Development Officer – Heritage Planning

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### **Recommendation(s):**

**That** Report ED2020-026, **Economic Recovery Task Force Sub-Committee Recommendations**, be received for information.

**Department Head:**

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**Legal/Other:**

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**Chief Administrative Officer:**

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## **Background:**

At its meeting of May 26, 2020, Council formed the Economic Recovery Task Force as part of its response to the COVID-19 pandemic. The Task Force was intended to guide the City's economic recovery through infrastructure stimulus, planning and development, and business recovery.

One major focus of the Task Force was to look at improving the efficiency and timeliness of the planning application process. A Development Task Force Subcommittee was formed to address these issues. Three initiatives came out of this sub-committee:

1. Fast tracking a number of "shovel ready" Planning applications to ensure that these developments could get started as quickly as possible.
2. The creation of a planning application spreadsheet that identifies every ongoing application along with the planner who is working on the application and what stage the application is at.
3. Development and implementation of the Kawartha Lakes Concierge Pilot Program

This report addresses the creation of a planning application spreadsheet and the development of the Concierge program.

## **Rationale:**

### **Planning Application Spreadsheet**

The Planning Application Spreadsheet was created to assist with the tracking of ongoing planning applications and their current status. The spreadsheet includes every current planning application along with the planner working on the application and what stage in the process the application is at. The spreadsheet is intended to provide a clear and central overview of where planning applications are at any given time and will be an important tool to provide staff, management and the public with more timely responses to inquiries and to schedule applications for upcoming Planning Advisory Committee meetings.

The spreadsheet as of November 20, 2020 is attached as Appendix A.

### **Concierge Program**

The Concierge Program is a nine-month pilot program aimed at assisting applicants through the planning process. At present, the program is restricted to site plan applications. A document outlining the program background and criteria for inclusion for applications is attached as Appendix B. An Economic Development Officer will assist applicants through the site plan approval process with the goal of decreasing the time between application and approval. The

project is intended to increase customer service and also reduce the amount of time Planning staff spend guiding an application through the process.

There are currently 3 applications in the program. They are as follows:

- 203 St. David Street multiunit warehouse
- 140 Angeline Street South proposed hotel
- Fenelon Falls Canadian Tire Expansion

As new site plan applications are submitted, more applications will be included in the program. The intention is to evaluate the program after the nine-month period to gauge its success and potentially expand it to other types of planning applications.

### **Other Alternatives Considered:**

There are no recommended alternatives.

### **Alignment to Strategic Priorities**

The planning and development related recommendations from the Economic Recovery Task Force align with the strategic priority of A Vibrant and Growing Economy by helping to promote growth and economic activity through development in Kawartha Lakes. They also align with the strategic priority of Good Government by looking to increase the effectiveness and efficiency of service delivery.

### **Financial/Operation Impacts:**

There are no financial or operational impacts as a result of the recommendations of this report.

### **Consultations:**

Economic Recovery Task Force

### **Attachments:**

Appendix A – Planning Application Spreadsheet



Planning Applications  
Spreadsheet.pdf

## Appendix B – Concierge Pilot Program Background



Concierge Pilot  
Program Background.

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**Department Head:** Chris Marshall, Director of Development Services