

# Development Services

## 2023 Proposed Budget Department Overview

January 17, 2023

# Development Services

## Organizational Chart



# Development Services

## Department Overview

The Development Services Department is responsible to provide leadership, guidance and direction to ensure efficient and effective administration, delivery and operations of programs and services related to sustainable growth and development. The Department is comprised of the following three Divisions: Building and Septic, Economic Development and Planning. As a result of reorganization, the Mapping and GIS Division has been moved to the Corporate Services – IT Division but GIS support remains within Development Services.

# Development Services – Building and Septic Division

## 2022 Highlights & Accomplishments

- While Building Permit numbers, construction values and housing starts were down slightly in 2022 over historic highs of 2021, the values still represent exceptional levels when compared to historic rates
- Positive recruitment in Q4 in the roles of Building and Zoning Clerk and Building Inspector positions
- Received Council approval to finalize reciprocal building review and inspection services contract with Township of Cavan-Monaghan

## 2022 Highlights & Accomplishments

- Old Mill Heritage Conservation District Study completed
- Cultural Centre Feasibility Study completed
- Signature Experience Program underway
- Welcome Home Workforce and Business Attraction Marketing Campaign

# Development Services – Planning Division

## 2022 Highlights & Accomplishments

- Comprehensive Rural Zoning By-law, Active Transportation Master Plan, and Growth Management Strategy continue to be advanced
- Developed training modules for onboarding new staff
- Inquiry levels down slightly toward the end of 2022 but interest in CKL remains strong

# Development Services – Planning Division

## 2022 Highlights & Accomplishments

- Streamlined Prescreening and Consent application processes
- Cleared Minor Variance application backlog through larger public hearing agendas
- Negotiated Planning Services Contracts for planning applications and consents to supplement critical staffing deficient of 5 positions

# Development Services – Building and Septic Division



## 2023 Highlights & Objectives

- Anticipate final development and launch of public on-line portal for Building and Septic Permit applications
- On-going training for new Building and Septic Division recruits to attain mandatory Provincial qualifications



# Development Services – Economic Development Division



## 2023 Highlights & Objectives

- Economic Development Strategy refresh
- Development Concierge Program implementation
- Small Business Development Programs continued
- Cultural Centre Phase 2 initiated

## 2023 Highlights & Objectives

- Resolve remaining Secondary Plan appeals
- Enhance and expand functionality of GIS viewer in conjunction with IT
- Implementation of Bill 109 and 23 changes
- Finalize Comprehensive Rural Zoning By-law, Active Transportation Master Plan, and Growth Management Strategy

## 2023 Highlights & Objectives

- Continue to streamline administrative components of application process and move towards electronic application process and open data
- Set-up phone queue to triage and manage incoming calls in Building and Planning
- Advance policy projects to underpin MCR: Tree Preservation Program, Commercial Policy Review, Natural Heritage and Agricultural System Studies, Healthy Environment Plan implementation

# Development Services

## 2023 Budget Pressures

- Staffing considerations – review of incentives for enhanced attraction and retention opportunities
- Technology – work with IT to ensure available technology allowing new employees to work effectively
- Space allocation needs for all Divisions to be implemented for optimal customer service delivery

# Development Services



Thank you

Questions?