



**To:** Council  
**From:** Karl Doyle, Director of Planning and Building  
**Date of Meeting:** December 13, 2023  
**Reporting Month:** November 2023  
**Subject:** Monthly Activity Summary - Director of Planning and Building

**PLANNING**

**Work Completed:**

- Council, Public and Committee of Adjustment Meetings
- Site Plan review for various developments
- Met over phone, Teams and in person with individuals regarding development applications, zoning letters for property purchases, regular planning inquiries
- Public Meeting Housekeeping VIII - Appeal period ended December 4<sup>th</sup>
- Renewable Energy Proposal Review – Public meeting and future open house

**Delegated Authority:**

- Consent Applications
- Site Plan Approval
- Subdivision Security Release (Brunet/Daze Plan 228 Lots 211-222) and (Westview Acres Plan 52M-15 Lots 47-49) - Completed
- Part Lot Control (John Chase Subdivision) - Completed

**Planning Processes:**

The following table provides an overview of the number of planning applications/processes administered by the Township (year to date)

Process / Application	2021	2022	2023
Consents	45	36	12
Zoning Amendments	5	3	5
Official Plan Amendment	1	0	0
Minor Variances	14	10	12
LPAT Hearings	1	0	0
Site Plan Control	8	8	7
Part Lot Control	1	4	4
Removal of Holding	1	2	3
Temporary use By-law	1	1	1
Deeming By-law	0	1	0
Draft Plan Sub. Approved Lots	43	20	85
Registered Sub. Lots	50	20	31

## Work In Progress:

- Avenue 31, - Draft Plan of Subdivision / Holding / Site Plan
- Site Plan Amendment application received for Bray Storage Facility- nearing completion of agreement.
- Subdivision Review / Discussion- Mirlaw (Glenco)- completed draft, currently being reviewed through Subdivider’s Agreement- Request made to modify Phasing
- Working with CBO and MLEO on enforcement matters
- Site visits to review various development requirements with landowners
- Flaro Subdivision – St Andrews West - waiting for commentary from the consultant (EVB).
- SDG – Township Zoning By-law Review
- Review of various Township policies
- Fence and Signs By-law Review – Near completion
- COA and Property Standards Terms of Reference
- Various public land sales
- Woodlands Site Plan 3 Residential Lots
- Moulinette Subdivision – Review Consultant’s findings
- Comprehensive Zoning By-law Review

## BUILDING

Building Permit statistics report for November 2023 with a comparison to November 2022.

Permits	Permits Issued 2023		Same Period 2022		Difference	
	November	YTD	November	YTD	November	YTD
<b>Residential</b>						
<b>Total Units</b>	<b>4</b>	<b>57</b>	<b>4</b>	<b>74</b>	<b>-4</b>	<b>-23</b>
Single	2	46	3	66	-4	-23
Semi	1	4	0	2	0	1
Rowhouse	0	0	0	0	0	0
Apartment	0	1	0	0	0	1
Additions/Renos	0	32	2	27	-4	-8
Accessory Bldgs	0	30	4	46	0	-2
Commercial	0	0	2	4	-1	-1
Add/Reno/Access	0	1	1	2	0	0
Industrial	0	1	0	1	0	-4
Add/Reno/Access	0	9	2	4	0	7
Institutional	0	0	0	0	0	0
Add/Reno/Access	0	2	0	3	0	0
Demolition	0	7	1	9	0	-1
Pools	0	14	0	17	0	-3
Other (Farm/Tent/Solar)	3	20	0	10	3	10
<b>TOTAL</b>	<b>6</b>	<b>167</b>	<b>15</b>	<b>191</b>	<b>-6</b>	<b>-23</b>
<b>Total Construction Value</b>						
Month	\$1,639,300.00		\$1,666,650.00		\$(1,517,878.00)	
YTD	\$30,352,868.69		\$45,178,653.47		\$769,248.69	

**Work Completed:**

- The department issued 6 building permits;
- The department carried out 142 building inspections;
- The department released 13 grading deposits;
- The department closed 39 building permits.

**Building-Related Activities:**

- Chief Building Official (CBO), Director of Planning and Building (Director) and HR Coordinator commenced recruitment initiative to fill vacancy in department.
- CBO and Deputy CBO attended Provincial Offences Act (POA) court virtually on one occasion.
- CBO and Fire Prevention Officer (FPO) met virtually with Township prosecutor regarding an enforcement matter.
- CBO, planning, corporate services and fire/by-law staff met regarding new fence and signs by-laws.
- CBO and planning staff met with proponents of a self-service storage business on Island Rd.
- CBO and Director began 2024 budget discussions.
- CBO and Director met with proponent and consultant of a self-service storage and golf simulation business on Cornwall Centre Rd.
- CBO, Director and Mayor met with proponents of a Halloween event space within the Township.
- Building Inspector attended virtual Ontario Building Officials (OBOA) training course.
- CBO, planning and public works staff met with the proponent and consultant of a mixed-use development in Ingleside.
- CBO presented re: accessibility requirements of the OBC at the SDG Accessibility Committee meeting.

**Work In Progress:**

- Woodland Villa Long-Term Care Facility – 30 Mille Roches Road:
  - Renovations to the existing portion of the building are ongoing.  
Occupancy for last phase of project anticipated in Winter 2023/2024.
- Review and comment on planning application circulations.
- Monthly building permit statistics/information reports provided to MPAC, CMHC, Tarion and Statistics Canada.
- Staff continue to review and action open building permit and open application files. A new focus on this activity has commenced and staff are having success in closing open files.
- Issue letters with respect to requests from lawyers for outstanding orders and open building permit files.
- Issue letters and invoices with respect to dormant permit files.
- Ongoing mentorship between Intern Inspector and building department staff.