Norfolk County
Development Industry Session
October 2022
Purpose of Session

- Introductions and update on current Norfolk County staffing
- Advise of Norfolk County process changes, priorities, etc
- Communication
- Provide updates related to the development process, upcoming reviews and activity/service levels
- Status update on servicing monitoring and infrastructure plans
- Topics of common interest discussion session(s)
Agenda

- Welcome and Introductions
- Norfolk Status Updates:
  - Community Development
    - Structure, resources, workload volumes & complexities, new staff, future needs, etc.
  - Planning Department
    - Development Application Statistics
    - Bill 13 – Delegated Minor Zoning Amendments
    - Bill 109 – Process Changes
    - New Site Plan Process
    - Additional Dwelling Unit changes
Agenda (cont.)

- Building Department
  - Building Statistics Overview
  - CityView Portal
  - Fee Review
- E&IS Division: Engineering Department - Development Engineering
  - Statistics and future process updates
  - Servicing Monitoring Report Update
  - IUWS Program
- Discussion Item(s):
  - Development/Economic Outlook, Growth and Housing, Industry Sharing
- Wrap-up and Networking
Community Development Division

- Building
- Economic Development
- Heritage & Culture
- Planning
- Recreation
Community Development Division

Chief Administrative Officer
Al Meneses

General Manager, Community Development
Brandon Sloan

Division Assistant
Vacant (Stacey)

Director, Planning
Tricia Givens

Director, Building (Chief Building Official)
Fritz Enzlin

Director, Strategic Innovation and Economic Development
Vacant (Zvi)

Director, Heritage and Culture
Melissa Collver

Director, Recreation
Nikki Slote

Division Coordinator
Marie Steiner
Community Development Division
Core Service

Community Development is about growth; it is about connecting; and it is about healthy communities. While our core services do involve applications, permits, business support, and programming; the reality is that we are shaping the future of Norfolk.

Vision: “Working Together with our Community”

Communication - Customer Service - Dealing with People - Efficiencies/Productivity - Innovation
Community Development Division: Strategic Priorities

- Technology for Public-Facing Access
- Create and Connect People with “How-To’s”
- Website Updates & Strategic Rebuild
- Community and Industry Roundtable Sessions
- Norfolk Community Day
- Norfolk Community Development Awards
- Downtown Plans: Simcoe/Delhi
Community Development Challenges

- Fairly lean resources
  - Reduction of ~$700K+ operating budget 2019-21, including labour reductions
  - Rarely a full complement of staff resources within the Departments + new staff
- Increasing volumes and complexity of development files + expectations
- Somewhat limited guiding tools for the development process
- Looking forward: preparing the community for growth and change
### Planning Department Development Application Statistics

#### 2021

<table>
<thead>
<tr>
<th>Type</th>
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<tr>
<td>Agreements</td>
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<td>Minor Variance</td>
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<tr>
<td>Zoning By-Law Amendment</td>
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#### 2022 (to date)

<table>
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<th>Type</th>
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<td>Part Lot Control</td>
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<td>Telecommunications</td>
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<tr>
<td>Zoning By-Law Amendment</td>
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Bill 13- Delegated Minor Zoning Amendments

- Removing a holding “H” symbol (Holding By-laws)
- Authorizing the temporary use of land, buildings, or structures (Temporary Use Bylaws)
- Other “minor” zoning by-law amendments (such as “Housekeeping”/Technical Amendment By-laws +).

- Still follow statutory notification and public hearing meetings
- Follow Telecommunication Tower protocol in terms of process
Bill 109- Process Changes

- Process time for Zoning Amendments reduced by 48 days on average in 2021 (vs 2019). Many OPA/ZBA files now within/close to requirement.
- Pre-consultation – signatures and necessary as part of complete application
- Fee review
- Complete application – deeming complete – 30 days
- Site plan control process review and changes – conditional approvals
- Six-month review and assess for further updates necessary, jurisdictional review

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New Site Plan Process

- Pre-consultation required
- Deemed complete (clock starts). Circulation for comments and SPRC date set
- Internal Site Plan Review Committee (SPRC) meeting held
  - Decision – conditional approval or premature/resubmission/restart process
- Applicant receives Conditional Approval letter (clock stops).
- Site Plan Agreement (new format) prepared. Based on milestones.
  - Grading, Servicing/Infrastructure, Building Permit, Occupancy, Securities, Lifespan
- Over to applicant to complete and clear conditions.
- Subject to conditions can proceed with grading, servicing, building permit
- Minor site plans have shorter process.
Additional Dwelling Unit Changes

- OPA/ZBA approved by Council (September)
- A shift in ideology: “Accessory Residential Dwelling Unit” to “Additional Residential Dwelling Unit”.
- Shift – from accessory to/subordinate to additional to primary use.
- Up to 3 units - primary dwelling unit, interior ADU and an ADU within a detached accessory building.
- Can only have one of each, interior and detached. Cannot have two of the same type.
- Can now have a garden suite and an ADU on the same lot and vice versa.
- Applies to all zones that allow singles, semis, or towns
- ADU definitions have been updated.
- ADU provisions have been entirely separated from accessory building provisions.

- ADU provisions have provisions that apply to all types of ADUs (ex: servicing)
  - More flexibility to apply for a minor variance as opposed to a zoning by-law amendment.
- Specific provisions related to Interior ADUs
  - ADU can occupy the entire basement
  - Addition onto home for ADU up to the 75 square meter maximum size.
- Provisions specific to ADUs within detached accessory buildings
  - Maximum size of 75 square meters (807 square feet). This includes any basement area and excludes any attached garage.
  - Be nearer than 1.2 meters of lot line
    - More flexibility to accommodate
  - The entirety of the building must be located within 40 meters of the primary unit (previously 30meters).
  - Decks and unenclosed porches for ADUs are subject to section 3.6 ZB 1-Z-2014.
Building
Building Department - Staffing & Stats

- Chief Building Official (Director) - Fritz Enzlin
- Supervisor Building - Mark VanHee
- Permit Co-Ordinators (2) - Tegan Meulemeester
  - Jessica Livingstone
- Zoning Administrators (2) - Roxanne Lambrecht
  - Kacie VandenBulck
- Building Inspectors (9)
  - Josh Evans – Plan Review Team (Part 9)
  - Lisa Jennings - Plan Review Team (Part 9)
  - Andrew Johnston – Inspection Team (Part 9)
  - Doug McMillan - Inspection Team (Part 3 & 9)
  - Kim Millen – Inspection Team (Part 9)
  - Scott Northcott – Plan Review Team (Part 3 & 9)
  - Jonathan Weir – Inspection Team (Part 3 & 9)
  - Jeff Winegarden – Plan Review Team (Part 9)
  - Vacant

- Building Permits (Jan 1– Sept 30)
  - 958 (2022)
  - 1171 (2021)
  - 841 (2020)

- Total Residential (Jan 1 – Sept 30)
  - 182 (2022)
  - 254 (2021)
  - 274 (2020)

- Permit Value (Jan 1 – Sept 30)
  - $120.8 mil (2022)
  - $123.0 mil (2021)
  - $85.8 mil (2020)
# Building Department - Permit Turnaround

<table>
<thead>
<tr>
<th>2022</th>
<th>Date Entered to Application deemed complete</th>
<th>Deemed Complete to Zoning Complete</th>
<th>Zoning Complete to Date Issued or Denied</th>
<th>Date Entered to Date Issued</th>
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<td>January</td>
<td>14.53</td>
<td>17.21</td>
<td>4.03</td>
<td>44.94</td>
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<td>February</td>
<td>17.31</td>
<td>18.14</td>
<td>4.04</td>
<td>49.64</td>
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<td>March</td>
<td>23.82</td>
<td>9.06</td>
<td>5.51</td>
<td>41.63</td>
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<td>April</td>
<td>13.65</td>
<td>10.66</td>
<td>4.33</td>
<td>36.99</td>
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<td>May</td>
<td>17.37</td>
<td>8.59</td>
<td>5.83</td>
<td>35.99</td>
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<td>June</td>
<td>22.17</td>
<td>10.17</td>
<td>4.97</td>
<td>42.29</td>
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<td>July</td>
<td>12.31</td>
<td>11.61</td>
<td>6.27</td>
<td>41.20</td>
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<td>August</td>
<td>18.37</td>
<td>4.44</td>
<td>7.48</td>
<td>35.82</td>
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<td>September</td>
<td>27.80</td>
<td>4.61</td>
<td>5.14</td>
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<td>October</td>
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<td>November</td>
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<tr>
<td>December</td>
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<tr>
<td>Average</td>
<td>18.59</td>
<td>10.50</td>
<td>5.29</td>
<td>41.42</td>
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</table>
Building Department - CityView Portal

- The County's new web portal is now online at:
  https://permits.norfolkcounty.ca/CityViewPortal
- You must register as a user. Approval is quick and easy.
- Provide applicants, agents, contractors and the general public with the ability to track development applications, apply for permits, submit documents, pay fees, check the status of applications, and request inspections “anytime” - all from the comfort of home.
- The CityView Portal is another step in the County's plan to improve its service offerings for residents.
Building Department - Fee Review Study

- Building Department operates at “full cost recovery” and is solely supported from revenues generated by building permit fees.
- Consultant has been retained to conduct a Fee Review Study.
- The study will form the basis for recommended changes to Norfolk’s building permit fee schedule and to ensure that the full costs of services are recovered.
- Norfolk County has not increased their building permit fees since 2010.
- Reflect current costs and revenues, processing activities. Increased operating costs.
- Any proposed change will require a public meeting under the BCA.
- Anticipated target spring 2023
Development Engineering

Responsible for review and comment on all types of development applications; such as zoning, pre-consultations, site plans, severances, plans of subdivision, lot gradings, etc.
2022 Performance

Statistics:
- Development Applications - 225
- Preconstruction Meetings - 99
- Lot Grading Exemptions - 170

Highlights:
- Recalibration of water models
- Enhanced allocation tracking sheet
- Servicing monitoring report

<table>
<thead>
<tr>
<th>System</th>
<th>Simcoe</th>
<th>Port Dover</th>
<th>Waterford</th>
<th>Delhi</th>
<th>Port Rowan</th>
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<tr>
<td><strong>Drinking Water</strong></td>
<td></td>
<td></td>
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<tr>
<td>Capacity</td>
<td>10,612</td>
<td>4,200</td>
<td>5,875</td>
<td>6,894</td>
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<td>Existing Demand</td>
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<td>4,282</td>
<td>1,590</td>
<td>3,722</td>
<td>1,507</td>
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<td>Committed Development</td>
<td>477</td>
<td>340</td>
<td>315</td>
<td>301</td>
<td>52</td>
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<tr>
<td>Capacity after Committed</td>
<td>2,773</td>
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<td>3,970</td>
<td>2,871</td>
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<td>Pending Development</td>
<td>1,974</td>
<td>1,893</td>
<td>267</td>
<td>103</td>
<td>325</td>
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<td>Capacity after Pending</td>
<td>1,999</td>
<td>-2,315</td>
<td>3,703</td>
<td>2,788</td>
<td>-184</td>
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<td><strong>Wastewater</strong></td>
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<tr>
<td>Capacity</td>
<td>15,400</td>
<td>5,400</td>
<td>2,200</td>
<td>3,182</td>
<td>1,140</td>
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<tr>
<td>Existing demand</td>
<td>7,282</td>
<td>4,236</td>
<td>1,136</td>
<td>1,275</td>
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<td>Committed Development</td>
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<td>395</td>
<td>226</td>
<td>131</td>
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<tr>
<td>Capacity after Committed</td>
<td>7,813</td>
<td>829</td>
<td>838</td>
<td>1,776</td>
<td>485</td>
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<td>Pending Development</td>
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<td>1,886</td>
<td>192</td>
<td>140</td>
<td>183</td>
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<td>Capacity after Pending</td>
<td>6,498</td>
<td>-(1,037)</td>
<td>646</td>
<td>1,636</td>
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2023 & Beyond

- Municipal scan on development process
- Process mapping of workflow
- Design Criteria update
- Review of Fire flow requirements
- Subdivision Assumption Guideline Policy
- Implementation of design standards for pumping stations

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<tr>
<th>Land Use</th>
<th>Target AFF (L/s)</th>
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<tr>
<td>Commercial</td>
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<tr>
<td>Small ICI (&lt;1,800 m³)³</td>
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<td>Industrial</td>
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<td>Institutional</td>
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<td>Residential Multi²</td>
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<td>Residential Medium (3 or less units)³</td>
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<td>Residential Single</td>
<td>75</td>
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<tr>
<td>Residential Single (Dead End)</td>
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Benefits:
• Redundancy
• Operational Efficiency
• Supports Growth Projections

Program Parameters:
• $350M (funding)
• 40,000 m³ of water capacity
• Five + phases (current/future)
Growth Management Study

- New growth projections, planning horizon, infrastructure investment/IUWS, changing development patterns, industrial land, settlement boundaries, etc.
- Phase 3 – land supply/inventory
- Opportunities and Growth Scenarios
- Public / Council Sessions: Preparing the community for growth/change
- LEAR Study underway w/ consultant – review Agricultural Lands
- Formal Official Plan Amendment - Provincial Policy Statement, 2020 Conformity
Discussion Items

- Development / Economic Outlook
- Growth and Housing
- Industry Sharing
Wrap-Up and Networking

Future Session(s)

Specific Topics

E-newsletter to Industry