



Regular Council Meeting

To:	Mayor and Council
Date:	January 18, 2021
From:	John F. Connolly, Executive Director, Planning & Development
Report Number:	Planning 2021-02
Subject:	Year End Activity Report – Building, Economic Development and Planning

Recommendation:

That Council receive Report Planning 2021-02 Year End Activity Report – Building, Economic Development & Planning for information.

Overview:

In 2020, the Township brought together the teams of Building, Economic Development and Planning into one department.

This report is the year-end report for the year 2020 which is the next in a series of quarterly reports that provides Council with a summary of building permit and economic development activity as well as monitoring planning applications on a consolidated basis. Presenting this information to Council in this format, demonstrates the integrated nature of the businesses of the department and how this approach links strategic and operational planning among team members.

Building Permits

Attachment No. 1 provides a Permit Comparison Summary for Building Permit activity by permit type (pool, building, additions, etc.) and permit count for the period January 1 to December 31, 2020 with a comparison for this same time period in 2019. This summary also includes a breakdown of the permit issued, number of units created and permit fees for 2020.

To date, the number of building permits issued remains strong at 231 but is down from 311 permits (approximately 26%) during this same period in 2019. That said, despite fewer permits being issued, 2020 was another busy year with 119 (versus 95 in 2019) more dwelling units created, the majority of which being built within the Cavan and Millbrook Ward.

Over \$450,000 in permit fees were received in 2020 which is more than double as budgeted due to a very busy local housing market. An analysis of the types of permits

demonstrates that despite the impact of COVID-19 there was an increase in the number of home renovations, garages and additions than was forecasted at the start of the year.

Another highlight for the department this year is the full implementation of Cloudpermit, the new online building permit application and inspection software. While there is still a learning curve for both staff and the public, initial use of this new tool has greatly improved application access, efficiencies and transparency. This final summary is a combination of the old reporting system (Keystone) and totals generated by Cloudpermit. All future reports will be generated by Cloudpermit only.

Economic Development & Planning Inquiries

Since 2019, staff have been preparing quarterly economic development reports that summarizes both planning applications and economic development inquiries. Currently, staff is monitoring these inquiries using an Excel tracking system and regularly reporting to Council.

The following table is a breakdown of inquiries for all quarters of 2020 as compared to the total for 2019 (all quarters). This chart allows Council to monitor activity throughout the year and see how this is tracking against last year's total activity as well as the overall trend – year over year.

Table No. 1

Activity	2020					2019	Trend Direction
	Q1	Q2	Q3	Q4	Total	Total (all quarters)	
Planning Applications	3	19	12	1	35	25	↑
Land Use Inquiries	46	73	90	116	339	272	↑
Legal Requests	7	9	26	12	54	67	↓
Preliminary Severance Reviews	0	10	7	7	24	18	↑

As of year-end 2020, the number of Planning Applications and Land Use inquiries are substantially higher as a total compared to 2019 (374 versus 297). For the year, preliminary severance reviews are also slightly higher than 2019 (24 versus 18) while legal requests are down slightly (54 versus 67). Planning and Economic Development staff have observed that despite the decrease in legal requests, this activity has been replaced by a notable increase in land use inquiries which tend to cover most of the same information as that of a legal request and is related to a broader increase in interest in economic activities in the local community (i.e., property and housing sales).

Of the thirty-five (35) Planning Applications received in 2020, six (6) are for commercial/industrial applications. The remaining twenty-nine (29) applications are for: zoning by-law amendments; minor variances; plan of subdivision/condominium; consent applications; official plan amendments; and site plan approvals.

In 2020, of the 339 land use inquiries:

- Fifty-two (52) of these inquiries were commercial related with seventeen (17) resulting in either a preliminary meeting with Planning and Economic Development staff or a full pre-consultation with all applicable agencies.
- The remaining 287 inquiries are residential and consist primarily of property sales, permitted uses and building permit related inquiries.

Summary

For Department Staff, 2020 has been a challenging year. The amalgamation of a number of teams into one department was further complicated with confronting the impact of the pandemic on the local economy and a significant increase in activities across the building & development communities. That said, Staff has risen to the challenge and responded well to this increased workload so that the Township is positioned to realize the growth opportunities in both the local and regional economies.

As was noted in the last quarterly report, the local real estate market has been and remains busy which is reflected in the significant increase in land use inquiries in 2020 as compared to 2019. These inquiries can demand substantial staff resources as effort is not just focused on the incoming inquiry but pulling together the site-specific information, referring to the Township's Official Plan, Zoning By-law, legislation and other planning related documents in order to provide a comprehensive response to the inquiry that addresses all of the necessary details. While some inquiries can be dealt with quickly, most can take half a staff member's day to review and follow up with the client.

Financial Impact:

Total building permit applications for 2020 are currently down, year over year with a total of \$456,722.31 in permit fees issued to date as compared to \$521,763.29 (2019) The 2020 permit revenue budgeted for the year is \$200,000 which has been more than doubled through the 2020 permit activity.

Attachment:

Permit Comparison, Building Department

Respectfully Submitted by,

Reviewed by,

John F. Connolly
Executive Director, Planning & Development

Yvette Hurley
Chief Administrative Officer

Permit Comparison Summary

Issued For Period JAN 1,2020 To DEC 31,2020

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Above Ground Pool	11	850.00	1,600.00	0	0.00	0.00
Accessory Building	1	750.00	100,000.00	24	13,307.63	1,517,792.00
Accessory Garage	33	13,407.20	365,000.00	0	0.00	0.00
Accessory Shed	16	4,089.00	57,195.65	0	0.00	0.00
Addition	4	2,432.57	302,500.00	9	9,108.89	944,000.00
Agricultural Accessory Building	0	0.00	0.00	1	710.00	30,000.00
Alteration/Renovation - Residential	2	300.00	26,000.00	13	4,744.70	439,500.00
Commercial	21	108,188.19	3,054,200.00	1	150.00	10,000.00
Deck	29	4,864.50	118,427.44	22	4,143.23	149,700.00
Demolition	0	0.00	0.00	10	1,500.00	78,800.00
Demolition Permit	12	1,650.00	10,000.00	0	0.00	0.00
Fireplace	2	325.00	0.00	0	0.00	0.00
In Ground Pool	16	1,725.00	272,000.00	0	0.00	0.00
Industrial	1	17,100.00	1,200,000.00	1	5,329.90	900,000.00
Institutional	7	68,634.98	13,980,000.00	1	4,500.00	450,000.00
Miscellaneous	4	500.00	18,000.00	2	100.00	0.00
Multiplex Residential	0	0.00	0.00	2	5,012.62	583,780.00
New SFD	91	259,553.10	20,040,631.00	112	374,261.19	30,910,302.00
Plumbing	0	0.00	0.00	2	225.00	5,000.00
Plumbing Permit	6	675.00	61,500.00	0	0.00	0.00
Secondary Suite	0	0.00	0.00	2	3,494.95	55,000.00
Solar	1	140.00	14,000.00	1	130.00	13,000.00
Swimming Pool	1	100.00	9,000.00	13	1,300.00	493,098.00
Woodstove	2	175.00	0.00	0	0.00	0.00
Agricultural Accessory Bldg						
Agricultural Accessory Bldg	14	13,359.53	620,000.00	0	0.00	0.00
Residential Addition						
Residential Addition	19	11,447.40	593,880.00	0	0.00	0.00
Residential Alteration/Renovation						
Residential Alteration/Renovation	17	11,346.82	443,000.00	0	0.00	0.00
Temporary Trailer Permit						
Temporary Trailer Permit	1	150.00	300.00	0	0.00	0.00

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	311	231
Total Dwelling Units Created	95	119
Total Permit Value	41,287,234.09	36,579,972.00
Total Permit Fees	521,763.29	456,722.31
Total Compliance Letters Issued	67	56
Total Compliance Letter Fees	0.00	0.00