



## YEAR END REPORT 2021

### **Building and Planning Department**

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The Building and Planning Department's primary functions are to assist the development community and work with the citizens and stakeholders in matters relating to building construction, land use planning and by-law enforcement. Additionally, the department is responsible to influence and respond effectively to new legislation and legislation amendments that affect development in the City.

In performing these functions, the department follows the legislative requirements of the Ontario Building Code and the Ontario Planning Act and administers and enforces numerous municipal by-laws such as the Property Standards By-law, Property Maintenance By-law, Sign By-law, Parking and Animal Control By-laws and the Zoning By-law.

With the assistance of the Junior Planner and the Economic Development Manager the department is also responsible for the administration of Business Licensing.

Under the direction of City Council, the department is responsible for maintaining and updating the City's Official Plan and Comprehensive Zoning By-law and for implementing Council's long-term planning objectives. These planning objectives are guided by delegation of authority from Council, for processing and administration of various planning functions such as Consents, and Minor Variances through the Committee of Adjustment. Other functions include Site Plan Control, Plans of Subdivision and Official Plan and Zoning By-law Amendments.

### **Property and Maintenance Standards**

There was a total of 62 properties addressed through Property Standards/Maintenance enforcement which required a total of 86 site visits to conduct an inspection or enforcement action. These included official written complaints as well as verbal complaints via phone or counter and proactive determination by the department. The following table represents the types of issues presented within the 62 separate property addresses at a voluntary compliance rate of 76% which is below the departments ambitious target of 90%. By-law strives to work with community members to gain voluntary compliance wherever possible as voluntary compliance generally leads to long-term compliance. This is in the best interest of the community. Although the target of 90% was not met, it is a worthy target to aim for and will continue to be one of the



KPI's of the department. Important to note, that repeat violations are not accounted for within these numbers.

### Inspections for Property Standards/Maintenance

	Grass	Waste/ Debris	Unsafe Tree	Derelict Vehicles	Building Condition	Zoning /Sign	Voluntary Compliance	City Enforced
<b>2019</b>	47	16	x	2	10	x	71	10
<b>2020</b>	22	11	x	3	7	x	46	12
<b>2021</b>	32	19	2	2	4	2	44	15

### Zoning types of properties served

Types	2019	2020	2021
Residential – Single or Multiple	58	44	49
Commercial	13	13	13
Industrial	2	0	0
Institutional	0	1	0

Currently these contraventions are enforced in accordance with the Property Standards By-law as well as the Property Maintenance By-law. The Property Standards By-law was enacted under the authority of the Building Code Act to establish standards for the maintenance and occupancy of buildings and property within the municipality.

The time limitation for compliance of an Order in accordance with the Property Standards By-law is controlled through the Building Code Act. As a result, the minimum time that an Order can require compliance is nineteen (19) days. This encompasses the five (5) days for receipt of the Order via registered mail and fourteen (14) days to permit an appeal of the Order. If an appeal is filed, then the matter may take a few months or longer to be addressed.

The Property Maintenance By-law affects change through the notification process and fine issuance alone. The desired result is voluntary compliance so that issuance of a fine will be avoided but does not allow for compliance through removal of the violation as the Property Standards By-law does.

Presently, Property Standards By-law enforcement and Building inspection services are operated within the same department by the same individual. This close strategic relationship together with Zoning enforcement provides much needed information and collaboration that increases efficiency in information sharing and helps to achieve the Property Standards compliance. At the end of 2020 the capacity for By-law enforcement was increased with the addition of the Fire Departments Fire Prevention Officer position. This has allowed a more efficient and widespread building condition awareness and compliance across the municipality in commercial and multi-residential properties. This will continue to help improve tenant and landlord engagement to address building condition concerns and the promotion of preventative maintenance in multi-residential dwellings to prevent the deterioration of building standards.



## **Parking and Animal Control**

In 2021 the department also benefitted from the addition of a Municipal Law Enforcement Officer (MLEO) position. The position was the result of the Building and Planning Department assuming the responsibility of Parking and Animal Control from the Dryden Police Service. This Municipal Law Enforcement Officer position's focus is to manage Animal Control and Parking in the Municipality. The City issues dog licenses annually which generated revenue of \$5,437.00 in 2021, down by approximately \$300 from 2020. As well, the By-law Officer responded to the following number and types of animal control concerns.

<b>Dog at Large</b>	<b>Dog Waste</b>	<b>Dog Bite</b>	<b>Barking</b>	<b>Cat at large</b>	<b>Feeding Wildlife</b>
16	1	1	2	4	2

Parking infractions were issued starting mid-year. The department provided notices of enforcement in utilities mailouts, media postings on the City of Dryden website, and social media platforms such as Facebook and Twitter. New signs were posted in all municipal parking lots to advise users of the by-law and the contact information to purchase lot permits. The department staff were involved in many phone calls and discussions with business owners and employees in the downtown core to make the rules clear and/or provide information as requested. Although 2021 revenue was significantly less than budgeted at \$6,596.00, this was an increase from 2020 by approximately \$1,800.00. The reduced revenue was a combined result of not enforcing parking during the first 5 months of 2021 while the department focused on training and implementing the OPS-COM parking software program and working with the Ministry of Transportation (MTO). The MTO provides authority to the municipality under Authorized Requester Information System (ARIS) to source ownership and licensing information which is required to support enforcement through Provincial Offences. The Building and Planning Department is still moving through this administrative process into 2022. Additionally, in October of 2021 the City entered into an agreement to enforce the parking lot at The Centre and is working closely with that organization as we move into 2022.

### **Parking Infractions Issued in 2021**

	<b>On Street</b>	<b>Municipal Lots</b>	<b>Private Lot</b>
Total # of Parking Infractions Issued	8	26	5
Total # of Parking Warnings Issued	11	57	22

## **Business Licensing**

Each year annual and one-time business licenses are issued by the City of Dryden. Licensing provides information on the type and number of business entities of various



sectors operating in the City of Dryden. In 2022 the Licensing By-law will be examined to improve its adaptability to new business types and its enforceability. As compliance is directly related to enforcement, the by-law will be adapted to include enforcement regulations. The City of Dryden will increase their media presence to make the public aware that licensing is a requirement to operate within the Municipality. Additional community education and enforcement will come from the Fire Prevention Officer through new business license inspections and regular inspecting duties.

**Business License Types**

	<b>Annual Resident</b>	<b>Annual Non-Resident</b>	<b>One Time</b>	<b>Total Revenue</b>
<b>2019</b>	7	5	12	\$3625.00
<b>2020</b>	1	3	18	\$3415.00
<b>2021</b>	1	4	15	\$3000.00

**Planning and Zoning**

The Building and Planning Department manages various planning, rezoning and subdivision processes each year. The department also provides daily guidance on land use, development regulations, site plan control and zoning information to staff, Council, ratepayers, developers, stakeholders, and the public. Considerable time is spent responding to these inquiries which can result in land purchase, planning applications and building permit applications and development. Zoning Compliance Certificate provision is a service provided to ratepayers or potential purchasers of a property during real estate transactions; they are often requested by buyers/sellers, realtors, lawyers, or banks. This process involves a historical review of property files to outline the zoning, building information and history of the property and is a fee-based service. Planning applications are a legislated process requiring specific timeframes, notification, and public consultation processes to complete. These processes either involve the Committee of Adjustment in consultation with Building and Planning (Minor Variances, Consents) or start through Building and Planning with final decision of Council (Zoning Amendments, Site Plan Control). 2021 saw the Building and Planning Department expand to include the Junior Planner position. Upon review of 2021 this position was key to maintaining the mandated legislative requirements of the Planning process. This position allowed the current customer service standards to be maintained through better availability of staff, response quality and timeframes.

Zoning Amendments generally require a thorough review and background information research to make an informed and complete application. This review process ensures the City of Dryden is protected and thorough in its approach to these types of applications. Great consideration is given to the requirements of the Official Plan and the Provincial Policy Statement to ensure compliance and compatibility with these overarching documents. Fee Revenue from all Planning Applications in 2021 was



\$9,340.00, an increase of \$3,971 from 2020. Commercial and multi-residential sector represented the majority of planning applications.

For comparison, the number and types of planning applications completed are as follows:

	Compliance Certificates	Zoning Amendments	Site Plan Control	Consents	Minor Variances	Encroachment Agreements
<b>2019</b>	16	3	1	2	4	x
<b>2020</b>	24	1	1	1	3	x
<b>2021</b>	30	2	4	7	6	1

### **Building, Demolition and Sign Permits**

In 2021, the Building department issued 50 building permits, 4 demolition permits, and 8 sign permits, totalling 62 permits issued. From these approximately 162 separate site inspections were conducted through the building process which averages to 1-2 inspections per working calendar day.

Residential sector activity is the most prolific in terms of the number of permits, overall construction, and permit value. Construction value of building permits is an important indicator of economic activity. Municipal policy, level of economic activity, and availability of serviced vacant lands are all factors that influence the number of permits issued.

The type of construction, the construction and permit value are reported monthly. The report is distributed internally to City departments, Council, and externally to Electrical Safety Authority (ESA), Ministry of Labour (MOL) and Enbridge. Additionally, all permits are reported monthly to Statistics Canada and Canada Mortgage and Housing Corporation (MMAH) and lastly to Municipal Property Assessment Corporation (MPAC) for assessment and tax update purposes.

Activities included in building services operation include

- Processing of permit applications
- Undertaking plans review
- Issuance of permits
- Inspecting key stages of construction
- Issuing orders and prosecution if necessary where compliance is not achieved
- Associated administrative functions which include reporting to Statistics Canada, CMHC and MPAC.

The Building and Planning Department tracks the time spent in the plan's examination process. Essentially, the time between receipt of application for permit and issuance. These timeframes can be affected by incomplete application or information, review time depending on complexity or nature of the project as well as factors such as departmental holidays and extended lead times to achieve planning application



review. All planning applications such as Minor Variances or Zoning Amendments need to be approved in advance of the issuance of a building permit.

**Permit Review Timeframes**

Type of Permit	Average Review Timeframe(days)	Target Review Timeframe(days)
Residential	6.9	7
Commercial	6.1	20
Industrial	11	20
Institutional	20.8	20
Sign	6.8	Not regulated

**Construction Value**

The construction value and types of construction is a good indicator of the economic viability of a community. The following types of permits and their value for are:

**Construction Value**

Sector	2019	2020	2021
Residential	\$3,221,356	\$3,541,800	\$27,140,786
Commercial	\$1,551,500	\$10,099,900	\$543,000
Industrial	\$251,000	\$0	\$30,000
Institutional	\$472,200	\$15,000	\$6,051,505
Sign	n/a	n/a	n/a

**Permit Value**

Sector	2019	2020	2021
Residential	\$13,158.40	\$12,234.40	\$67,178.00
Commercial	\$5,440.50	\$21,368.50	\$2,587.00
Industrial	\$2,855.00	\$0	\$100.00
Institutional	\$2,888.00	\$96.00	\$17,544.00
Sign	\$290.00	\$370.00	\$290.00

The last graph in this report shows a 10-year history of construction value for the City of Dryden.

Please Note: Construction Value for 2021 is reported as just over \$33 million. This figure would have been \$40,665,291, however, a permit issued for a major commercial project was repealed after issuance. This was a direct result of a rejected tender cost submitted for the project; therefore, this is omitted in the reported values below.

For 2019 there was an increase in number of permits but a return to the comparable construction values seen over the timeframe shown.



In 2020 the construction values shown consisted mostly of commercial retrofits and re-developments such as Fountain Tire, 65 King Street Properties, King Street Family Dental and the KDSB offices at 20 King Street.

Lastly, 2021 construction value was influenced by major construction projects such as the Phase 2 building at Timberland Estates, the 41-unit Seniors Building on Arthur Street, the EMS Ambulance building, HVAC upgrade for 24 Duke, addition to 84 St. Charles Street, upgrade to 250 Duke Street by Agritech North, and five (5) new single-family dwellings, one semi-detached (2 units) and a secondary suite. In total 73 new dwelling units are being created in the community.

Division C, Part 1, Article 1.3.5 of the Ontario Building Code sets out timeframes in which inspections must be requested and the related response times for the municipality. The code states it is the responsibility of the Permit Holder to notify the municipality of the need for an inspection upon substantial completion of the applicable stage of construction. Upon receipt of that inspection request, the inspector must complete an inspection within two (2) days, starting the day following the day on which the inspection request is received. Factors such as holidays, training etc. can affect this response time, but in general this 2-day commitment is continually met.

Development interest in our community continues to strengthen in all zones. The Building and Planning Department will work diligently with Economic Development Department and City partners through 2022 and beyond to keep this interest alive and dynamic, to provide new affordable housing and new business diversity in the years ahead





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## CITY OF DRYDEN BUILDING ACTIVITY (2010-2021)

