



City of Dryden
Building & Planning Department
30 Van Horne Avenue
Dryden, ON | P8N 2A7

YEAR END REPORT 2022 - Building and Planning Department

Prepared: Pamela Skillen, Chief Building Official

The Building and Planning Department's primary functions are to assist the development community and work with the citizens and stakeholders in building construction, land use planning and by-law enforcement.

Additionally, the department is responsible for influencing and responding effectively to new legislation and legislation amendments affecting City development.

In performing these functions, the department follows the legislative requirements of the Ontario Building Code and the Ontario Planning Act. It 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 and the Community Improvement Plan.

Under the direction of the 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 a delegation of authority from the Council to process and administer various planning functions such as Consents and Minor Variances through the Committee of Adjustment.

Other functions include Site Plan Control, Plans of Subdivision, Official Plan and Zoning By-law Amendments.



Property and Maintenance Standards

Property Standards is addressed through site inspections and enforcement which sometimes requires repeat inspections or continued conversations with landowners and tenants.

The department's knowledge of violations in the community can be made through official written complaints on paper or online as well as verbal complaints via phone or counter and proactive determination by department staff. The following table represents the issues presented within the actionable properties at a voluntary compliance rate of 76%, the same as the rate reported for 2021. The Building and Planning Department has a contractor on hire to accomplish debris removal, and boarding of vacant buildings however has struggled to retain a grass removal contractor compliant with the City's contractor policy.

In 2021 and 2022, we could not enforce grass violations, significantly contributing to the lower compliance percentage for both years. The Bylaw staff increased our direct and repeated contact with property owners in violation due to this issue. Bylaw has always strived to work with community members to gain voluntary compliance wherever possible, as voluntary compliance generally leads to long-term compliance and is in the community's best interest.

Inspections for Property Standards/Maintenance

	Grass	Waste/ Debris	Unsafe Tree	Derelict Vehicles	Building Condition	Zoning /Sign	Voluntary Compliance	City Enforced
2019	47	16	x	2	10	x	71	10
2020	22	11	x	3	7	x	46	12
2021	32	19	2	2	4	2	44	15
2022	100	11	6	3	4	4	97	1

Zoning types of properties served

Types	2019	2020	2021	2022
Residential – Single or Multiple	58	44	49	88
Commercial	13	13	13	25
Industrial	2	0	0	4
Institutional	0	1	0	0



Currently, these contraventions are enforced under the Property Standards By-law and 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 Building Code Act controls the time limitation for compliance with an Order following the Property Standards By-law.

As a result, the minimum time 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 only affects change through the notification process and fine issuance. The desired result is voluntary compliance so that issuance of a fine will be avoided but does not allow for compliance by removing the violation as allowed by the Property Standards By-law.

It is important to note that not all citizens agree with the by-laws in place. However, By-law intends to be transparent and fair in the engagement with the community. We, as by-law officers, are required to evidence in our investigations, and our enforcement and the ability to do this will support a case should it be appealed or go to Court. If we cannot provide evidence or witness an action or violation, we cannot act.

Property Standards By-law enforcement is a shared responsibility between the Chief Building Official (CBO) and the Municipal By-law Officer (MLEO).

In 2022 the quantity of development applications increased so did the demand for building inspection and enforcement services. As a result, the property standards patrol and enforcement responsibility shifted more to the MLEO, leaving the CBO in a supervisory capacity except for more complex enforcement situations. As workload increases across the department, current capacity limits are being reached. If this trend continues, department staff will continue to attempt to manage service expectations and workload to the best of their abilities. This may include but is not limited to adjusting service levels to meet capacity limitations and or adding additional human resources. The department deals with inspections and by-law concerns daily. The close strategic relationship between Public Works, Economic Development and Building and Planning provides much-needed information and collaboration, increasing efficiencies and providing a well-informed direction and response to building conditions, property standards and zoning concerns. Our close partnership with Fire Services also allows a more efficient and widespread internal building condition awareness and compliance across the municipality in commercial and multi-residential properties. This relationship with Fire will continue to help improve



tenant and landlord engagement to address building condition concerns and promote preventative maintenance in multi-residential buildings to mitigate the deterioration of building standards.

Parking and Animal Control

In 2021 the department benefitted from the addition of the Municipal Law Enforcement Officer (MLEO) position. The position resulted from the Building and Planning Department assuming the responsibility of Parking and Animal Control from the Dryden Police Service.

This Municipal Law Enforcement Officer position primarily focuses on managing Animal Control and Parking in the Municipality. However, it is ready to respond regarding other by-laws as needed in the City.

Animal Control

The City issues annual and lifetime dog licenses and charges fees for animal impoundments, which generated a combined revenue of \$10,502.00 in 2022, up \$5096.00 from \$5406.00 in 2021. The By-law Officer also responded to the following number and types of animal control concerns.

Year	Dog at Large	Dog Waste	Dog Bite	Barking	Cat at large	Feeding Wildlife
2021	16	1	1	2	4	2
2022	22	2	2	7	14	3

Parking Enforcement

Through education, warnings, and parking infractions, the Department continued to improve focus on parking enforcement throughout 2022. Overnight parking enforcement was a large focus between January and April, with parking lots and on-street parking becoming the main focus for the remainder of the year. 2022 parking permit and infraction revenue were significantly higher than budgeted at \$26,530.00, representing an increase of approximately 117% compared to the \$12,200 budgeted revenues. Additionally, this was an increase from 2021 revenue, which was \$6596.00. The increased revenues were a direct result of the By-law Officer conducting frequent patrols.



Parking Infractions Issued

		On Street	Municipal Lots	Private Lot
2021	# Parking Infractions	8	26	5
	# Parking Warnings	11	57	22
2022	# Parking Infractions	177	148	16
	# Parking Warnings	89	103	2

Business Licensing

Each year, the City of Dryden issues annual and one-time business licenses. Licensing provides information on the type and number of business entities of various sectors operating in the City of Dryden. In 2023 the Licensing By-law will be examined to improve its adaptability to new business types. Compliance is directly related to enforcement, so the by-law will be amended 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 inspection duties.

Business License Types

	Annual Resident	Annual Resident Non-	One Time	Total Revenue
2019	7	5	12	\$3625.00
2020	1	3	18	\$3415.00
2021	1	4	15	\$3000.00
2022	2	5	10	\$4000.00

Community Improvement Plan

Building and Planning department staff work collaboratively with the Economic Development department to enable a wide range of development goals and revitalization through the Community Improvement Plan (CIP). Under Section 106 of the Municipal Act, municipalities are prohibited from directly or indirectly assisting industrial or commercial enterprises. However, municipalities are exempt from these restrictions if they are exercising their authority under Section 28 of the Planning Act, to promote community improvement initiatives. The Official Plan contains policies to designate areas and to



enable the application of a CIP. Grants available through the CIP to property owners in the community vary from tax incentives and disposition of municipal lands to tangible reparations and rehabilitation of building facades, signage and lot improvements.

In 2022 we assessed a wide variety of applications based on their qualifications under the requirements of the plan and through consultation with the Land Sale and Development Committee (LSDC) and Council we brought forward 7 applications of which 6 were approved by either Council or the LSDC. These applications consisted of façade grants, signage grants, tax increment grants and planning, building, demolition and landfill fee grants. Overall, the City invested just over \$12,100 direct from the CIP budget towards approved projects for a return project value of \$24,248.00. Additionally, the CIP program waived building and demolition permit fees, landfill fees and with Council approval implemented tax increment grants which through a combined total of \$278,216 invested, aided in the creation of projects with a combined value of \$10,000,000.

Planning and Zoning

The Building and Planning Department annually manages various planning, rezoning and consent processes. 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 purchases, planning applications and building permit applications and development.

Zoning Compliance Certificate provision is a service provided to ratepayers or potential property purchasers during real estate transactions; buyers/sellers, realtors, lawyers, or banks often request them. 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, notifications, and public consultation processes to complete. These processes either involve the Committee of Adjustment in consultation with Building and Planning, such as Minor Variances, Consents or start through Building and Planning with a final decision of the Council, such as Zoning Amendments and Site Plan Control.

In 2021 the Building and Planning Department expanded to include the Junior Planner position. Upon review, this position has proven vital 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 search to make an informed and complete application. This review process ensures that the City of Dryden is protected and detailed in its approach to these types of applications. Great consideration is given to the Official Plan and Provincial Policy Statement requirements to ensure compliance and compatibility with these overarching documents. Fee Revenue from all Planning Applications in 2022 was \$14,571.00, an increase of \$5,231 from 2021. In 2021 planning revenue also increased by over \$3,600 from 2020. The commercial and multi-residential sectors represented the majority of planning applications for 2022.

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	Deeming
2019	16	3	1	2	4	x	1
2020	24	1	1	1	3	x	
2021	30	2	4	7	6	1	
2022	41	1	0	1	16	1	3

Building, Demolition and Sign Permits

In 2022, the building department issued 61 building permits, 2 demolition permits, and 3 sign permits, totalling 66 permits issued. Approximately 132 separate site inspections were conducted through the building process, averaging 1-2 inspections per working calendar day.

Residential sector activity is the most prolific in terms of the number of permits, but the Industrial sector is the most significant value for 2022 in terms of permit value. The construction value of building permits is an essential 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 and the construction and permit values are reported monthly. The report is distributed internally to City departments, Council and externally to the 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 to confirm compliance with the Ontario Building Code, Building Code Act, Building By-law; Zoning and other applicable law;
- Issuance of permits for the construction, renovation, change of use or demolition;
- Inspecting key stages of construction to verify compliance to approved plans;
- 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 an application for a permit and issuance. These timeframes can be affected by incomplete application or information, review time depending on the 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	4.8	7
Commercial	3.4	20
Industrial	6.5	20
Institutional	2.6	20
Sign	1.0	Not regulated

Construction Value

The construction value and types of construction are a good indicator of the economic viability of a community. The following tables list the types of permits issued and their values:



Construction Value

Sector	2019	2020	2021	2022
Residential	\$3,221,356	\$3,541,800	\$27,140,786	\$2,246,715
Commercial	\$1,551,500	\$10,099,900	\$543,000	\$2,300,424
Industrial	\$251,000	\$0	\$30,000	\$6,875,000
Institutional	\$472,200	\$15,000	\$6,051,505	\$1,144,577
Sign	n/a	n/a	n/a	n/a

Permit Value

Sector	2019	2020	2021	2022
Residential	\$13,158.40	\$12,234.40	\$67,178.00	\$8,413
Commercial	\$5,440.50	\$21,368.50	\$2,587.00	\$16,774
Industrial	\$2,855.00	\$0	\$100.00	\$6,288
Institutional	\$2,888.00	\$96.00	\$17,544.00	\$2,163
Sign	\$290.00	\$370.00	\$290.00	\$90.00

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 permit holder's responsibility 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.

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

The construction Value for 2021 is reported as just over \$33 million. In 2021 construction value was influenced by significant construction projects such as the Phase 2 building at Timberland Estates, the 41-unit Seniors Building on Arthur Street, the EMS Ambulance building, the HVAC upgrade for 24 Duke, addition to 84 St. Charles Street, the 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 were being created in the community.

In 2020 the construction values mainly consisted 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.

2022 saw a shift away from single-family construction continued to increase to multi-residential interest, but the project values were more equally spread.

Industrial development was greater in large part to the Enbridge Operations development.

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 2023 and beyond to keep this interest alive and dynamic, to provide new affordable housing and new business diversity in the years ahead.



CITY OF DRYDEN BUILDING ACTIVITY (2013-2022)

