

Department: Community Services
Divisions: TOM | Tourism | Events, Community Development (River District) **Planning and Heritage,** Parks and Open Space, Facility Booking and Programs, Building, Arena Operations

What the Division Does Day-To-Day

Development

- Local Official Plan Amendments (save and except for any 5-year review of the Official Plan, a new Official Plan, or an amendment related to a boundary expansion)
- Draft Plans of Subdivisions or Condominium and Part Lot Control
- Zoning By-laws, Zoning By-law Amendments, Removal of Holding Provisions
- Committee of Adjustment applications - Minor Variances & Consent (severance)
- Processing of the above includes reviewing applications for completeness, preparing applications for circulation, a notice of complete application and public meeting, preparation of technical and recommendation reports, presentation at meetings, preparation of amending policy and approval documents, etc.
- Site Plan Approval – review of applications, preparation of recommendation report including conditions of approval, negotiate and prepare site plan agreements and securities, and ascertain compliance and release agreements and securities
- Planning staff review and comment on:
 - building permit applications,
 - sign permits,
 - business licenses,
 - encroachment requests,
 - lands sale requests,
 - compliance matters with By-law Enforcement requests for agreement release, capital projects, and all other property-related issues for compliance with City Planning policies.

Development (continued)

- Indigenous consultation is included in the City's required work.
- Review of capital projects
- Verbal and written responses to public, legal firms & developer inquiries
- Customer service – front counter, email, phone inquiries
- FOI requests
- Represent the City at Ontario Land Tribunal
- Maintain the Planning & Heritage webpages within the City's website:
 - Heritage
 - Current Development Projects
 - How to Apply
 - Planning Policy & Urban Design
 - Zoning By-law
- Lead the City's Development Team one window' contact for applicants seeking information on potential property development or change of use in the City of Owen Sound.
- (Development Team includes: Planning, Building, Engineering, Public Works, Clerks, Finance, as well as peer review if required)

Policy

- Draft, maintain, and implement the City's Planning policy framework:
 - Official Plan- updated in 2021-2022
 - Community Improvement Plan (see below)
 - Zoning By-law – comprehensive update currently underway
- Policy planning studies and special projects such as Official Plan reviews, Zoning By-law reviews, Secondary Plans, Community Improvement Plans, Heritage Conservation Plans, Community Gardens Policy, Sidewalk Patio Guidelines, and other policy matters

Policy (continued)

- Coordinate the activities of consultants working on studies or technical reports for the City, including preparing study outlines, arranging for requests for proposals or quotations with City Purchasing staff, assisting with consultant selection, acting as the primary contact for the City, and overseeing the completion of project deliverables.
- Tracking and implementing provincial and upper-tier planning and development-related policy and legislation such as County Official Plan or the PPS.
- Monitor and make recommendations on changes to Upper-tier plans
- Assist other City staff, including the Managers, Clerk's Office, Engineer, Chief Building Official, and By-law Enforcement Officers, in the interpretation and implementation of City and Provincial planning policies, legislation, and/or by-laws, updating City policies, practices, etc.
- Report to Council, Community Services Committee (Heritage Committee), Accessibility Advisory Committee
- Development and management of strategies, policies, regulations, and programs that implement the City's Official Plan and Zoning By-law and are related to land use planning, including but not limited to:
 - cultural and natural heritage conservation
 - accessibility (AODA)
 - community gardens
 - sidewalk patio program & permitting
 - community improvement planning
 - site alteration
 - retail and commercial policy
 - urban design
 - growth management
 - infrastructure planning.

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What the Division Does Day-To-Day

Community Improvement Plan

- Maintain and update the CIP document and associated program guidelines
 - Annual report to Council – monitoring & evaluation
 - Provide annual update to CSC of completed projects
- Intake including pre-consultation with potential applicants, application review, recommendation report to staff delegate or Community Services Committee as required
- Develop the financial incentive program agreement (FIPA) between the City and the applicant, which includes the procedure and requirements prior to commencing work to obtain reimbursement from the City, liabilities and responsibilities, changes to work
- Site visits at the beginning and end of the process to evaluate works to determine if they were completed in accordance with the agreement
- Building & heritage permits may be required
- Review of receipts and final project, administer request for payout
- Monitor and manage the annual CIP operating budget
- Coordinate with the County to implement County CIP contribution, including annual report in the form of a report card (\$20,000)

Community Improvement Plan (continued)

- The CIP has five financial incentive programs that provide capital grant funding to eligible property owners and authorized tenants of land and buildings each year:
 - Façade & Structural Improvement Grant Program
 - Accessibility Improvement Grant Program
 - Start-up Space Leasehold Improvement Grant Program
 - Landscaping & Property Improvement Grant Program
 - Vacant Building Conversion & Expansion Grant Program
- The CIP also contains city-wide incentive programs, including:
 - Brownfield Financial Tax Incentive Program
 - Tax Increment Equivalent Grant
 - Heritage Property Tax Rebate Program
 - Vacant Lands Tax Assistance

Heritage

- Maintain the City's Heritage Register (designated & listed properties), including monitoring and maintaining documentation for the lands/buildings/structures designated under the Ontario Heritage Act,
- Heritage Conservation & Maintenance Agreements – these apply to designated properties, the agreements include a conservation & maintenance plan which describes the existing conditions of the designated features and lays out ongoing & upcoming maintenance works & can provide tax relief under the CIP

Heritage (continued)

- Provide heritage comments on development applications involving identified heritage resources as well as applications for the façade and structural improvement program.
- Provide recommendations on the administration, assessment, and preservation of the City's heritage and cultural resources.
- Coordinate and assist in the development and implementation of cultural heritage policies, studies, and initiatives
- Provide process support for property owners who wish to nominate a property for the City's Heritage Register which may include listing or designation of a property
- Heritage Easements
- Process Heritage Permits for alterations to properties included on the City's Heritage Register to ensure alterations are sympathetic to identified heritage attributes
- Heritage Permit application process is also used to track façade and structural improvement programs under the CIP
- Staff respond to inquiries from the public and property owners regarding the City's Heritage Register and provide historical information for specific properties
- maintenance and implementation of the City's Cultural Heritage Interpretation Program, specifically Interpretive Plaques

