

Administration

Office of the Regional Clerk

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September 12, 2014

CL 12-2014, September 11, 2014

PDC 7-2014, September 3, 2014

Report PDS 31-2014

DISTRIBUTION LIST

SENT ELECTRONICALLY

Development Application Activity Report

Second Quarter of 2014

PDS 31-2014

Regional Council, at its meeting of September 11, 2014, approved the following recommendations of its Planning and Development Committee:

That Report PDS 31-2014, September 3, 2014, respecting Development Application Activity Report, Second Quarter of 2014, **BE RECEIVED** for information; and

That a copy of Report PDS 31-2014 **BE CIRCULATED** to the local area municipalities, Niagara Peninsula Conservation Authority and the School Boards for information.

A copy of Report PDS 31-2014 is enclosed for your information.

Yours truly,



Ralph Walton
Regional Clerk
:amn

cc: Local Area Municipalities
C. D'Angelo, Niagara Peninsula Conservation Authority
S. Mabee, Niagara District School Board
M. Ladouceur, Conseil scolaire Viamonde
S. Whitwell, Niagara Catholic District School Board
A. Aazouz, Conseil Scolaire de District Catholique Centre-Sud
M. Radman, Manager, Development Planning
M. L. Tanner, Acting Commissioner, Planning & Development Services
C. Benson, Acting Director, Planning Services
N. Smagata, Administrative Assistant to the Commissioner, Planning & Development Services
S. McPetrie, Administrative Assistant, Planning & Development Services



REPORT TO: Planning and Development Committee

SUBJECT: Development Application Activity Report
Second Quarter of 2014

RECOMMENDATIONS

1. That the Development Application Activity Report for the Second Quarter of 2014 **BE RECEIVED** for information; and,
2. That this report **BE CIRCULATED** to the local area municipalities, Niagara Peninsula Conservation Authority and School Boards for information.

PURPOSE

The purpose of this report is to update Committee and Council on development application activities within the Planning and Development Services Department during the second quarter of 2014, highlighting the volumes of applications and pre-consultations, and the Department's success in meeting timelines for responding to applications.

This report supports Council's Business Plan Themes 1: Responsive Region and Theme 3: Open for Business.

BUSINESS IMPLICATIONS

There are no financial or legal implications resulting from this report as the revenue and costs associated with development review is within the 2014 budget.

REPORT

Summary of 2014 Second Quarter Applications

Planning staff has been reporting quarterly to Council since 2012 with quarterly summaries on development application activities. These reports play an important function by providing more open communication and transparency respecting the department's work and supplying information that is used to streamline its business processes.

Appendix I contains data on the number of development applications received by the Department during the second quarter of 2014 by municipality and application type. The graph in Appendix II illustrates the variation in the number of applications received quarter to quarter since the beginning of 2011.

For the first time, this graph has been updated to also illustrate the occurrence of preconsultation meetings on a quarterly basis since the first quarter of 2012 when we first began tracking preconsultation meetings.

Key findings for the second quarter 2014 are as follows:

- **a 10% increase in volume**

Planning Area	Q2 2014 Total	Q2 2013 Total	Percent Change
Development Planning	146	115	27% increase
Development Engineering	50	45	11% increase
Private Septic	121	128	5.5% decrease
Total	317	288	10% overall increase

Information on individual applications by municipality can be accessed on Sherpa by following the link below:

<http://collaboration.rmon.pri/Chair/council/Reference%20Library/Development%20Services%20Applications%20Report%20Q2%202014.pdf>

- **6 more complex applications**

There were 71 complex applications (22%) in Q2 (Official Plan and Zoning By-law Amendments, and Draft Plans of Condominium/Subdivision). This is an increase from 65 complex applications in the second quarter of 2013.

- **a 66% increase in pre-consultation meetings with clients**

Staff has continued to track pre-consultation meetings. Approximately 146 pre-consultation meetings or discussions were conducted in the second quarter of 2014 up from 88 meetings in the second quarter of 2013. This is significant and may indicate an upswing in development within the Region and/or an increased appreciation by the development industry of the value of pre-consultation to the success of a development application.

- **95% on time comments**

The Region's timely review of development applications has been established as a priority. In the second quarter of 2014, staff responded on time or before the due dates 95% of the time compared to 97% in the second quarter of 2013. The change in timelines of comments is being monitored. This may be an early indicator of workload related to the significant increase in pre-consultation meetings, among other matters.

Timelines for the Region and Niagara Peninsula Conservation Authority to provide comments to the local area municipalities were established in early 2012, vetted through the Area Planners and incorporated into the development tracking system (attached as Appendix III). Prior to this, timelines were set by the individual municipality and were inconsistent across the region.

- **3.6 % increase in applications which had response due dates extended**

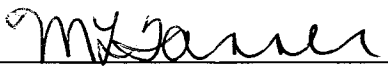
A total of 29 applications received in the second quarter of 2014 had response due dates extended from the originally requested date for a variety of reasons such as: incomplete applications, missing fees, insufficient commenting period (as per prescribed schedule). This is an increase of 3.6% over the same quarter in 2013. A number of these applications were related to each other, which compounds the problem. For example, one development may require a rezoning and plan of subdivision applications. If a required study is not submitted with the application, two applications would be extended.

The reorganization of Planning and Development Services has aligned the review of development applications into one group. The creation of three teams within this group, comprised of Senior Planner, Planner and Technician, assigned to serve four municipalities will allow the teams to develop an in-depth knowledge of these communities, provide continuity and foster the development of effective working relationships with the municipal staffs. Importantly, this streamlining of business processes will ensure the right staff, at the right level, is empowered to make decisions.


REPORTS PERTINENT TO THIS MATTER

- PDS-7-2014 Development Services Division – 2013 Year End Report on Development Activity and 4th Quarter Application Summary, April 10, 2014
- PDS-26-2014 Development Application Activity Report First Quarter 2014, June 25, 2014
- PW 74-2012 Proposed Open for Business Action Plan for the Development Services Division, July 26, 2012

Submitted by:


Mary Lou Tanner, MCIP, RPP
Acting Commissioner
Planning and Development Services

Approved by:

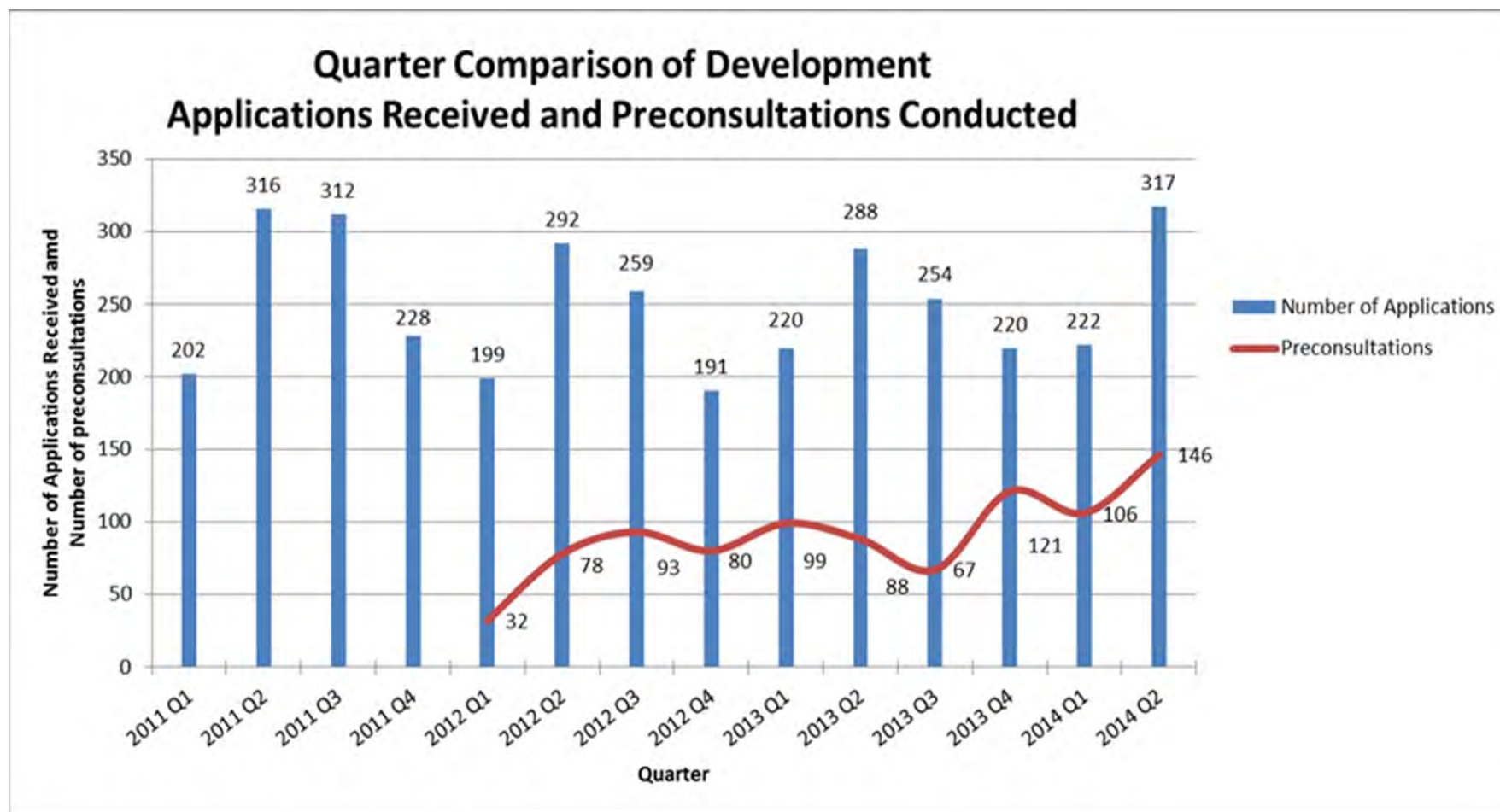

Harry Schlange
Chief Administrative Officer

This report was prepared by Marilyn Radman, MCIP, RPP, Manager, Development Planning with input from Darren Platakis, BSc (Hons), GIS (PG) and Brian Dick, MCIP, RPP, Senior Planner.

APPENDIX I **DEVELOPMENT SERVICES APPLICATIONS BY MUNICIPALITY – SECOND QUARTER 2014**

	Fort Erie	Grimsby	Lincoln	Niagara Falls	NOTL	Pelham	Port Colborne	St. Catharines	Thorold	Wainfleet	Welland	West Lincoln	Region-Wide	2014 Q2 TOTAL		2013 Q2 TOTAL
DEVELOPMENT PLANNING																
Local Official Plan Amendments	1	2	1	0	1	1	0	0	0	0	1	0	0	7		9
Local Zoning By-law Amendments	4	1	2	1	9	5	5	0	2	3	1	2	0	35		31
Development Charges - Smart Growth Reductions	0	0	0	0	0	0	0	1	0	0	2	0	0	3		2
Plan of Subdivision	8	0	0	4	0	3	1	1	0	0	3	0	0	20		17
Plan of Condominium	0	2	0	3	2	0	0	1	0	0	0	1	0	9		8
Consent	10	0	3	2	3	1	0	4	1	5	1	5	0	35		22
Niagara Escarpment Commission	0	4	4	1	4	2	0	2	3	0	0	0	0	20		15
Environmental Assessment	0	2	2	4	0	0	0	4	0	0	1	0	0	13		7
Other	1	0	0	1	0	1	0	1	0	0	0	0	0	4		4
Subtotal														146		115
DEVELOPMENT ENGINEERING																
Minor Variances	0	0	0	2	2	2	0	3	1	2	1	1	0	14		19
Site Plans	0	3	2	0	3	0	0	5	2	0	2	2	0	19		12
Servicing Reviews	2	1	0	3	5	4	0	1	0	0	1	0	0	17		14
Subtotal														50		45
PRIVATE SEWAGE SYSTEMS																
Permits	12	2	10	6	9	7	7	2	1	0	0	0	0	56		73
Complaints	5	0	2	1	0	1	0	1	1	0	0	0	0	11		10
Order to Comply	4	2	5	1	4	0	0	1	1	0	0	0	0	18		13
Real Estate	1	2	1	1	0	2	0	0	0	1	0	0	0	8		6
Special Request	3	2	9	5	5	2	0	1	1	0	0	0	0	28		26
Subtotal														121		128
Municipality TOTAL Q2-2014	51	23	41	35	47	31	13	28	13	11	13	11	0	317		288
Municipality TOTAL Q2-2013	28	25	52	29	36	32	23	28	13	3	14	5	0			

APPENDIX II



Appendix III

MOU Process Improvement Working Team

TIMING OF APPLICATION REVIEW

Application Type	Comments Are Due
Secondary Plans (Comprehensive OPA)	As determined in consultation with local municipality
Other Comprehensive OPAs	As determined in consultation with local municipality
Site Specific Regional Policy Plan Amendments	20 days
Site Specific Official Plan Amendment	20 days
Site Specific Rezoning Application	20 days
Removal of Holding Provision	Up to 20 days, depending on study(s) that need review and/or peer review
Plans of Subdivision and Vacant Land Condominium	30 to 45 days
Modifications to Draft Approved Subdivision and Condominium	30 to 45 days
Extension of Draft Approval Clearance of Conditions	10 days 15 days unless peer review of study(s) required
Consent Applications	14 days for rural areas (on private services) 10 days for urban areas
Minor Variance Applications	10 days
Site Plan Applications	Will vary up to 21 days
Niagara Escarpment Development Permit	30 days
Niagara Escarpment Plan Amendments	60 days

Please note:

1. All due dates are from time of receipt of the request for comments and are for application deemed complete (e.g. includes all fees, studies, etc).
2. Studies which require peer review may require an additional 60-90 day review period.
3. Revisions to Plans of Subdivision or Condominium during the review process may result in the review period being extended depending on the complexity of the revisions and the need for revised studies.

4. Similarly, in the situation when an issue results in the need for additional information or study, additional review time may be required.

Last updated: May 15, 2013