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**MEMORANDUM**

**PDS-C 6-2020**

**Subject:** COVID-19 Response and Business Continuity in Planning and Development  
**Date:** June 17, 2020  
**To:** Planning and Development Committee  
**From:** Rino Mostacci, Planning and Development

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**Commissioner Comments, Planning & Development Services**

Planning and Development Services Staff are working remotely – all core and essential services continue to be delivered. We are processing development applications and providing inspection services within expected timelines, working on master servicing plans and making progress on key initiative – the Woodland By-law, the Glendale District Plan, the Employment Lands Strategy, the New Official Plan and others. As well we are maintaining working relationships with our private sector partners and continue to find solutions and offer support as needed. Staff are also supporting the Regional EOC and the development of “*Open Niagara*”.

**Community and Long Range Planning**

**Project Update**

Over the summer the process for a Regional Official Plan Amendment will be initiated which will update the employment lands policies. This update is being done to achieve conformity with Provincial policy and to protect land that supports businesses and employment within local area municipalities. The first step in the process will be a statutory Public Meeting, followed by a period where comments can be submitted by the public before final recommendation are brought forward to PEDC and Council.

**Official Plan Consultation**

Prior to COVID 19 a significant amount of consultation had been conducted. Consultation to date has included Technical Advisory groups consisting of representation from Local Area Municipalities, presentations at Council meetings of all

Local Area municipalities and meetings with stakeholder groups. An Official Plan website was also established containing information on background reports, Committee and Council reports and other relevant information.

The consultation program has been adapted and over the remainder of the year there will be online consultation and engagement in the form of online surveys and virtual meetings and PICs with stakeholder groups.

## **Development Planning & Approvals**

### **Current Status of Operations**

Development Planning & Approval Services has adapted effectively to deliver core development review functions including: review and comment on all development applications from a Provincial and Regional perspective, coordinating and analyzing internal review/comments from Urban Design, Environmental Planning and Development Engineering for a “one-window” Regional response.

For the month of April the following development volumes were received by the department:

- Planning Applications (includes zoning, subdivision, site plan etc.) - **22**
- Engineering Applications (includes servicing reviews, site plan, etc.) - **16**
- Private Septic Applications - **14**
- Pre-consultations - **25**

### **Environmental Planning**

Staff will be hosting a virtual open house on the Regional Woodland By-law update. Residents are invited to learn more about the by-law review, interact with the project team, ask questions and give their feedback through the virtual open house on **Wednesday, June 17 at 5:00 pm**. The meeting will begin with a presentation followed by a question and answer period. Notice and information of the virtual open house will be placed on the regional website, sent out via social media and ads will also be placed in the local newspaper.

## **Infrastructure Planning & Development Engineering**

### **Current Status of Operations**

#### **Development Engineering**

We are continuing to respond to development applications with engineering comments, legal agreements for road works, and processing ECA's under the Transfer of Review program for new sanitary and storm sewers. Additionally, we are continuing with Stormwater Management (SWM) review, Transportation review/meetings, and W&WW review/meetings as it relates to development applications and inquiries. We are working on the SWM Guidelines Project with WOOD Consulting Engineers and assessing schedule/deliverables to adapt to current situation.

#### **Infrastructure Planning**

We are continuing with the development of the RFP for the 2021 Water & Wastewater (W&WW) Master Servicing Plan (MSP) Update project in consultation with W&WW team. The target release for the RFP is in September to ensure work can be completed by end of 2021 as it is an important input for the Development Charges Background Study and By-law update.

We are leading the Baker Road Pollution Prevention and Control Plan and additional flow monitoring work. We are coordinating with local municipalities (West Lincoln, Lincoln and Grimsby) for this project. We continue to work with Local Municipal Partners on previously approved CSO Projects and projected cash flow to better inform Finance of demands. We are planning to bring forward the 2020 CSO Project Approval report for the July PEDC Committee. The wet weather management program is continuing and adapting to the current situation.

#### **Development Industry Liaison**

We are continuing with the review of the potential build out scenarios for the urban areas of Niagara in collaboration with planning group. This must be completed to be part of the 2021 W&WW MSP update to better understand the potential servicing implications and supporting infrastructure for build out. We are leading the development application process for the Linhaven LTC Redevelopment Project and coordinating with St. Catharines, MTO, and other review parties to ensure that site plan application can be approved and the timelines associated with this project remain on track (Government

funding is tied to this as well). Participating with Development Industry meetings (NHBA) to understand impacts and restrictions from COVID to residential development industry and housing stock.

### **Private Sewage/Septic Systems Program**

The Private Sewage System group (responsible for Part 8 of the Ontario Building Code) is continuing to receive and respond to septic permit applications, inspections, development applications, special requests and complaints.

Respectfully submitted and signed by

A handwritten signature in black ink, appearing to read "R Mostacci".

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Rino Mostacci, MCIP, RPP  
Commissioner, Planning and Development Services