

**Subject: Planning, Real Estate and Economic Development Department 2021
Year-End Report**

File Number: ACS2022-PIE-GEN-0002

Report to Planning Committee on 14 April 2022

**Submitted on March 25, 2022 by Charmaine Forgie, Manager, Business and
Technical Support Services, Planning, Real Estate, and Economic Development
Department**

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Ward: Citywide

**Objet : Rapport de fin d'exercice de 2021 de la Direction générale de la
planification, de l'immobilier et du développement économique**

Dossier : ACS2022-PIE-GEN-0002

Rapport au Comité de l'urbanisme

le 14 avril 2022

**Soumis le 25 mars 2022 par Charmaine Forgie, Gestionnaire, Services de soutien
techniques et aux activités, Département Services de la planification, de
l'immobilier et du développement économique**

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Quartier : À l'échelle de la ville

REPORT RECOMMENDATIONS

That Planning Committee receive this report for information.

RECOMMANDATIONS DU RAPPORT

Que le Comité de l'urbanisme penne connaissance du présent rapport.

EXECUTIVE SUMMARY

The report updates Planning Committee on key activities for Planning, Real Estate, and Economic Development (PRED) in 2021. The past year was a busy time for all areas of PRED, as the City continued to adapt to the COVID-19 pandemic. In addition to the work completed by PRED service areas, 2021 also saw a reorganization in the department with the addition of Transportation Planning and Infrastructures Services leaving to create a new department.

In 2021, Planning Services received a total of 1375 planning applications, excluding City-initiated applications. This is 21 per cent increase over 2020.

Building Code Services saw a 13.7 per cent increase in the number of Building Permits issued from 2020 to 2021 and slight increase in building inspections. Of the total number of building inspections in 2021, the branch performed over 77,000 building inspections, in excess of 18,500 mechanical inspections, and over 23,500 plumbing inspections.

A large component of the operational work of the Right of Way, Heritage and Urban Design service area is inspections, and the Right of Way Permits and approvals including the review related to Private Approaches, Road Cut Permits, Utility Circulations, and Encroachments. There were approximately 1500 utility circulations in 2021. This is a slight increase over 2020 which saw circulations trending down as a result of the pandemic. The service area released \$193,426,997.00 in development securities to applicants upon completion of required development-related infrastructure works.

The contents within this report details each of the highlights previously mentioned and provides update of PRED's work in 2021.

RÉSUMÉ

Le rapport fait état au Comité de l'urbanisme des principales activités menées par la Direction générale de la planification, de l'immobilier et du développement économique

(PIDE) en 2021. L'année qui vient de s'écouler a été très chargée pour tous les secteurs de la DGPIDE, alors que la Ville continuait de s'adapter à la pandémie de COVID-19. Outre le travail effectué par les secteurs d'activité de la DGPIDE, l'année 2021 a également été celle d'une réorganisation de la direction générale, avec l'ajout des Services de la planification des transports et le remplacement des Services d'infrastructure par une nouvelle direction générale.

En 2021, les Services de planification ont reçu 1 375 demandes d'aménagement, à l'exclusion de celles ayant émané de la Ville. Ces chiffres représentent une augmentation de 21 pour cent par rapport à 2020.

Les Services du Code du bâtiment ont connu une hausse de 13,7 pour *cent* du nombre de permis de construire délivrés entre 2020 et 2021, et une légère augmentation du nombre d'inspections de bâtiments. Du nombre total d'inspections effectuées en 2021, la Direction a réalisé plus de 77 000 inspections de bâtiments, plus de 18 500 inspections mécaniques et plus de 23 500 inspections de la plomberie.

Une partie importante de l'activité des Services des emprises, du patrimoine et du design urbain porte sur les inspections ainsi que sur l'examen et la délivrance de divers permis et approbations liés aux voies d'accès privées, la délivrance de permis de terrassement, la diffusion de renseignements sur les services publics. Quelque 1 500 renseignements sur les services publics ont été diffusés en 2021. Ce chiffre est en légère hausse par rapport à 2020, année au cours de laquelle cette diffusion a été ralentie par la pandémie. Le secteur d'activité a débloqué une somme de 193 426 997,33 \$ en garanties d'aménagement aux requérants, après achèvement de divers travaux d'infrastructure requis associés aux projets.

Ce rapport expose les détails entourant chaque point saillant précédemment mentionné et fournit un compte rendu des activités de la DGPIDE en 2021.

BACKGROUND

The purpose of this report is to provide a list of achievements and information on key activities to Planning Committee for Planning Services, Building Code Services, and Right of Way (ROW), Heritage and Urban Design Services in 2021. Included are applications reviewed under Delegation of Authority. This report is intended to provide accountable performance measurements to Planning Committee, the public, and the development industry.

DISCUSSION

Highlights of Planning Services, Building Code Services, and ROW, Heritage and Urban Design Services, Infrastructure and Economic Development activities in 2021.

Planning Services

Planning Services provides comprehensive development approvals, from the initial pre-application consultation meetings to the processing of Official Plan amendments, Zoning By-law amendments, Plans of Subdivision, Site Plan Control applications, as well as other planning applications under the *Planning Act*.

In addition to reviewing and approving planning applications, key objectives for this service area include improving customer service, building stakeholder relationships, innovation, enhancing performance, and process improvements. These objectives are above the service area's primary goals, which are ensuring that Ottawa's built form is designed in accordance with Council's direction, to attract people to live, play, visit, and work in Ottawa. This allows for the appreciation of the buildings, parks, and public realm that are approved through Planning Services. An additional objective is ensuring that development meets safety and accessibility standards in Ottawa.

The Planning Services development data provided in this report should be reviewed in context with the current conversations about housing affordability and supply.

The provincial government has issued a number of policy announcements under its More Homes, More Choice: Ontario's Housing Supply Action Plan. This plan works to make housing more affordable by increasing the supply of the full range of housing options, from single-family homes to midrise housing to apartment buildings. The province is concerned that the cost of housing is rising faster than incomes, creating a housing crisis, part of which is due to a sluggish pace of constructing new housing in relation to the demand.

The province has stated that lengthy approvals have contributed to the cost of new housing. In December 2021, the province appointed a [Housing Affordability Task Force](#) with a mandate to explore measures to address housing affordability by:

- Increasing the supply of market-rate rental and ownership housing
- Building housing supply in complete communities
- Reducing red tape and accelerating timelines

- Encouraging innovation and digital modernization, such as in planning processes
- Supporting economic recovery and job creation
- Balancing housing needs with protecting the environment

The development industry has voiced concerns about housing affordability and supply, while expressing the need for significant improvements in service and delivery timelines.

The Department is aware of its own role in the development process, including our planning application turnaround times, and how these impact housing costs and supply.

A [report with 55 recommendations](#) from the provincial Housing Affordability Task Force was released on February 8, 2022. A separate report outlining the City's position on the recommendations and their impact was provided to Planning Committee on March 10, 2022 via report [ACS2022-PIE-EDP-0008](#).

Development Applications Data

In 2021, Planning Services received a total of 1,375 planning applications, excluding City-initiated applications. This is a twenty-one per cent increase from 2020 and a twelve per cent increase over 2019 numbers. As illustrated in Figure 1, the number of both Delegated Authority and Non-Delegated Authority applications increased over previous years.

Planning Services currently processes twelve different types of applications: Official Plan Amendment, Zoning By-law Amendment, Site Plan Control, Plan of Subdivision (draft and final approval), Plan of Condominium (draft and final approval), Lifting of a Holding Zone, Lifting of Part Lot Control, Demolition Control, Lifting of 30 cm Reserves, Antenna System Review, Street or Lane Closures and Street or Lane Openings.

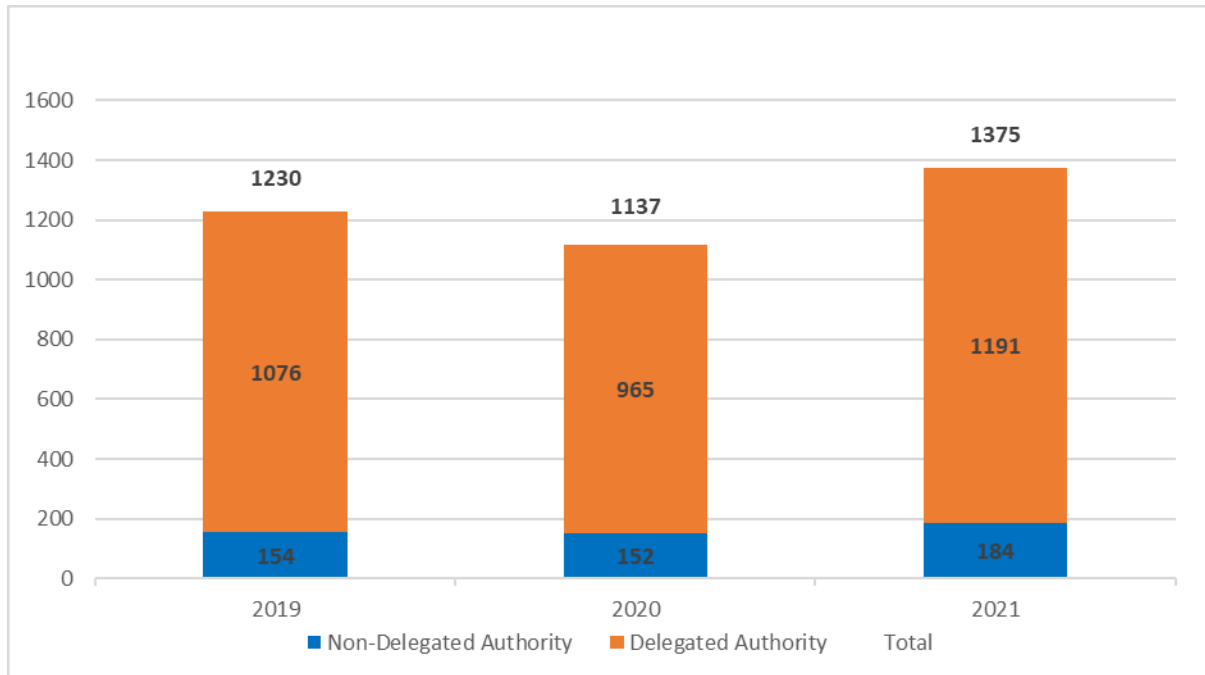
Every application process under the *Planning Act* has differences, but the following is a generic process outlining the major steps in the application process to assist this discussion.

- Pre-application Consultation
- Development Application Submission
- Checking the application for completeness
- Community Association, general public and Agency Notification

- Public Meetings (requirements vary by application types)
- Issue resolution
- Decisions
- Appeal period
- Post Approval Steps (e.g., subsequent applications, resolution of conditions of approval, agreements, etc.)

Planning application submissions fluctuate year to year. However, the volume of planning applications received in 2021 was the highest recorded over the past ten years.

Figure 1: Total Planning Applications Received in 2021



Of the 1,375 applications received in 2021, 1,191 were under Delegated Authority to various levels of staff. Within the five Development Review areas, the Central area received the greatest number of Delegated Authority applications with 448 submissions. The Rural, West, South and East areas received 223, 209, 191 and 120 submissions respectively. In total, 184 Non-Delegated Authority applications were received in 2021: 76 in Central, 33 in West, 32 in South, 27 in Rural and 16 in East. Table 1 provides the number of application submissions received by file type.

Table 1: Applications Received by Type in 2021

Delegated Authority		Non-Delegated Authority	
Application Type	Total	Application Type	Total
30 CM Reserve	25	CIP Grant	13
Antenna System Review	23	Demolition Control	8
Historical Land Use Inv.	234	Front Ending Application	3
Lifting of Holding Zone	14	Official Plan Amendment	20
Part Lot Control	51	Zoning By-law Amendment	140
Plan of Condominium	16	Grand Total:	184
Plan of Subdivision	39		
Pre-App Consultation	423		
Site Plan Control	214		
Street/Lane Closure	7		
Street/Lane Opening	5		
Streetscape Char Analysis	140		
Grand Total:	1,191		

Pre-Application Consultations

Pre-application consultation meetings are encouraged for all application types and fall under two categories: mandatory and non-mandatory. Mandatory applications include a small fee upon submission which can be refunded should it result in a development application being submitted within 12 months from the pre-application meeting date.

The pre-application process is designed to help promote the exchange of information and development considerations early in the planning process. A key outcome of this process is a customized list of the studies and plans required in support of a development application, as well preliminary comments on the proposal information provided. Topics for discussion may include land use policies and guidelines, zoning

information, public consultation, transportation and engineering requirements, development review, application fees, and other issues.

Mandatory pre-application consultations are restricted to several application types including:

- Official Plan Amendment
- Zoning By-law amendment
- Plan of Condominium
- Plan of Subdivision
- Antenna Systems
- Site Plan Control applications that are subject to public consultations

A comparison of mandatory versus non-mandatory pre-application consultation requests received over the past three years is provided in Figure 2 and Table 2. Pre-consults are a key indicator of development interest and activity, foreshadowing the number of future applications.

Figure 2: Pre-Application Consultation Files Received 2019-2021

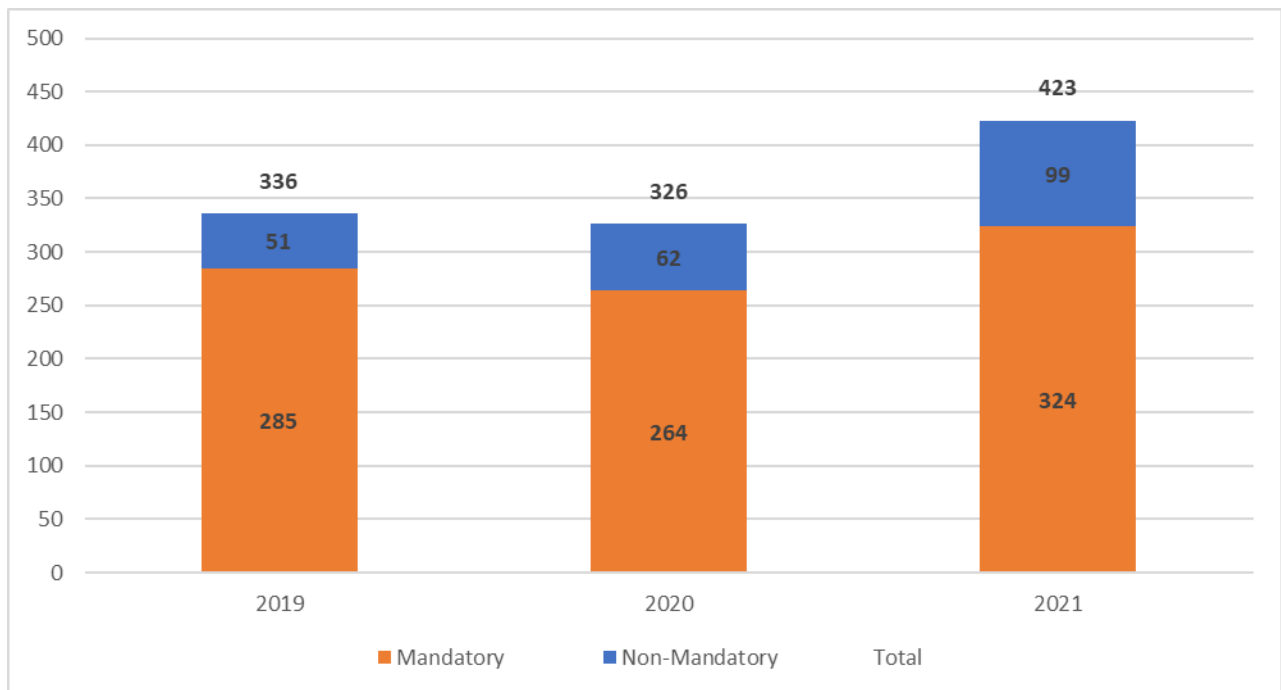


Table 2: Pre-Application Consultation Files Received 2019-2021

Year	Total Number Received	Mandatory	Non-Mandatory	Development Application Submitted	Pre-App Consultation Period Lapsed
2019	336	285	51	285	51
2020	326	264	62	133	193
2021	423	324	99	*	*

* Numbers will be reported in Q1 2023.

In 2020, of the 264 mandatory files received, 109 resulted in a development application being submitted which accounts for 41 per cent. Non-mandatory pre-applications resulted in the submission of 24 applications, or 39 per cent of submissions for the same year. Development applications resulting from pre-application consultations received in 2021 will be reported on in the 2022 annual report, as the timeline to submit is still open.

Application Approval Timelines Overview

The year 2021 proved to be a noteworthy one. The total of all application types received was one of the highest Planning Services has on record and the majority of applications were approved in 2021 on time or within 30 days of the Council approved timeline. All the timelines reported below are measured from the date the application is deemed complete for review and do not include the time the application was “on hold”.

Applications are placed on pending after staff provide review comments and note the requirements for resubmissions. While applications are on pending, staff may continue working with the applicant to provide clarifications and resolve disagreements.

Timelines continue once a satisfactory resubmission is provided.

Site Plan Control Applications Processing Timelines

A combined total of 214 Site Plan Control applications were received in 2021, which accounts for 18 per cent of all Delegated Authority applications. In addition, 101 Site Plan Control applications were processed and approved in 2021 as depicted in Figure 3. Timelines are measured from the date the application is deemed complete for review to when a decision has been made.

Figure 3: Site Plan Control – All Types

Site Plan Control Subtype	On/Before Target	On/Before Target and Within +30 Days from Target	Total Number Processed
Complex/Master/Complex Revision	Processing Time Target: 133 days		
2021	27%	30%	33
2020	27%	45%	22
2019	n/a	n/a	0
Standard/Standard Rural	Processing Time Target: 105 days		
2021	28%	48%	29
2020	17%	50%	12
2019	100%	100%	2
Extension/Extension Rural and Revision/Revision Rural	Processing Time Target: 42 days for Extension, 100 days for Revision		
2021	69%	75%	16
2020	88%	94%	17
2019	100%	100%	18
Rural Small	Processing Time Target: 105 days		
2021	60%	80%	10
2020	100%	100%	8
2019	100%	100%	6
Other Types*	Processing Time Target: 42 for Sandy Hill, 74 days for Manager Approval with Public Consultation		

2021	23%	23%	13
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*Other Types includes subtype Sandy Hill > 350 sq. m. (2), and two application types retired in 2019 – Manager Approval with Public Consultation (10) and Revision, Manager Approval without Public Consultation (1)

Zoning By-law Amendment Applications Processing Timelines

A total of 140 Zoning By-law amendment applications are received in 2021. This constitutes 76 per cent of all non-delegated planning applications received in 2021.

Figure 4 shows timelines for processing Zoning By-law amendment applications from the day they are deemed complete to when they are considered by Council. The target timeline for Zoning By-law amendments is 120 days.

Figure 4: Zoning By-law Amendments

Year	On/Before Target	On/Before Target and Within +30 Days from Target	Total Number Processed
2021	40%	56%	96
2020	47%	68%	71
2019	53%	74%	81

Plan of Condominium Applications Processing Timelines

A total of 16 Plan of Condominium applications were received in 2021, which accounts for one per cent of all delegated planning applications.

Figure 5 shows the timelines for processing Condominium applications, from the day they are deemed complete, to when they are approved. In those cases where a Site Plan Control application is submitted concurrently with a Plan of Condominium, the target timeline is 180 days. All other Condominium applications have a target time of 49 days for approval.

Figure 5: Plan of Condominiums

Year	On/Before Target	On/Before Target and Within +30 Days from Target	Total Number Processed
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2021	45%	72%	11
2020	67%	78%	9
2019	64%	76%	17

Plan of Subdivision Applications Processing Timelines

A total of 39 plan of subdivision applications were received in 2021, consisting of 3 per cent of all delegated planning applications. It should be noted that Plan of Subdivision Application is one of the most complex types of application and typically takes a significant amount of effort and resources to review and solve issues. Figure 6 shows the timelines to process and approve Plan of Subdivision applications. The target timeline is 180 days.

Figure 6: Plan of Subdivisions

Year	On/Before Target	On/Before Target and Within +30 Days from Target	Total Number Processed
2021	57%	62%	21
2020	60%	70%	10
2019	83%	94%	18

Official Plan Amendment Application Processing Timelines

A total of 20 Official Plan Amendment applications were received in 2021, consisting of eleven percent of all non-delegated authority applications. Figure 7 shows the timelines to process and approve Official Plan Amendment applications. The target timeline is 120 days.

Figure 7: Official Plan Amendments

Year	On/Before Target	On/Before Target and Within +30 Days from Target	Total Number Processed
2021	43%	64%	14
2020	57%	71%	7
2019	80%	80%	5

Processing Timelines of Other Types of Applications

For application types other than those specified above, most applications received in 2021 are already processed since those types of applications are relatively simple in nature.

The Guaranteed Approval Timeline Initiative (GATI) is a commitment of Planning Services to render a decision for five types of minor development applications within the Council approved timeline, or else the applicant's next application of that type will be free of charge. Although the GATI was interrupted in 2020 and 2021 due to COVID, 75% of applications subject to GATI were approved on time in 2021.

Bird-Safe Design Guidelines

Throughout 2021, City staff worked to ensure that the recently approved Bird-Safe Design Guidelines were implemented in public and private development projects. Training sessions were held to help staff familiarize themselves with the new guidelines and a Wildlife Speakers Series event on bird-safe design was held.

Design and Construction staff working on renovations and additions to City facilities were able to incorporate bird safety into the Rosemount Library lantern, the Blackburn Arena, and the Britannia Water Plant projects. The Rosemount Library project attracted considerable public interest – instead of the standard dot pattern, the etched pattern on the lantern glass is composed of letters that function as a word find for patrons.

OC Transpo has also been engaged in a pilot project with Safe Wings Ottawa to investigate the use of bird-safe glass in bus shelters.

Over 100 Site Plan applications were reviewed for bird-safe measures in 2021. These included many files that were consulted on or submitted prior to Council's approval of the new Bird-Safe Design Guidelines in late November 2020. Of those reports:

- Eight submissions acknowledged and/or explicitly incorporated bird-safe measures in their designs (including one 2nd submission, in response to comments provided)
- Forty submissions met the approved criteria for application of the guidelines and posed potential risks to birds; their designs could therefore be mitigated through the use of conditions of approval, although in practice this was not always feasible for projects initiated prior to the guidelines' approval

- Fifty-three submissions did not meet the approved criteria for application of the guidelines, or were not considered to pose a significant threat to birds through their design (e.g., warehouses without expansive office windows)

Other Support Functions

In addition to the Development Application processing function, Planning Services also provided comments on applications received by the Committee of Adjustment. In 2021, planning and engineering reviews were provided for a total of 432 Minor Variance applications and 522 Consent to Sever applications. Planning Services also conduct grading reviews for Building Permits.

Next Steps: Planning Services and Improving Timelines

This section will speak to improvement efforts. Prior and on-going process improvement efforts include:

- Approval of the new Official Plan. This is a significant milestone in addressing antiquated policy and inconsistencies between old secondary plans and the main official plan. Although in itself, it will not streamline approvals, clearer policy direction should enable the modernization of the Zoning By-law which should reduce the number site specific applications.
- Starting work on a new Zoning By-law. This re-write will develop new regulations and development standards to allow for the orderly development of a variety of ground-oriented, low-rise, mid-rise, and high-rise housing opportunities to achieve the approved Growth Management Strategy.
- Site Plan Review Improvements, such as the 2019 Site Plan Control and Fees Review (ACS2019-PIE-PS-0009), were implemented to address some of the challenges faced by Planning Services. As the department continues to see similar trends, the remaining pieces from the 2019 report will be assessed under a holistic review.
- Legal process review. As a result of a motion on report “Planning Services Funding Review and Staff Increase” ([ACS2019-PIE-PS-0095](#)), Planning and Legal Services retained Municipal Government Wayfinders in 2019 to conduct a review of the legal aspects of various approvals, namely the process to complete agreements. Staff have reviewed the 19 recommendations of the 2019 Legal Review, and some of these recommendations have already been implemented while others are in the process of being implemented. Examples of those

implemented recommendations include reducing scope of Legal Review, inviting legal representatives to Planning Services management meetings for issue resolution, and hiring of an additional Legal Clerk.

- Internal sub-delegation of authorities. At mid and end of term Governance Reviews, staff make recommendations for other matters that may be delegated through the Delegation of Authority By-law. In 2022, Planning Services is expected to ask for additional Delegation of Authority power, some of which as listed below:
 - Delegated authority for demolition control
 - Delegated authority for minor re-zonings tied to consent to server
- Updated processes as a result of the pandemic, these include:
 - Creating an electronic application submission process and remote payment option (mail)
 - New digital record management using SharePoint
 - Initiated virtual commissioning of affidavits for file leads
 - Business and Technical Support Services have supported and will continue to support with Virtual public meetings and stakeholder engagement
- Guaranteed Application Timeline Initiative (GATI). The department has a program called the Guaranteed Application Timeline Initiative. This is a guarantee of timeline on five classes of development applications, or the fees are eligible to be refunded. This applies to Lifting Part Lot Control, Lifting of 30 cm Reserve, Standard Plan of Condominium, Lifting of Holding By-law (except when tied to Site Plan approval); and Demolition Control. The program was paused at the start of the pandemic, it has been recently reinstated.
- Land Management System (LMS). Planning Services expects that LMS will be a significant improvement on tracking projects, documents, and timelines. The process to develop the system requirements for the Planning Services LMS release is being initiated in Q1 2022.
- Online payment of application fees pilot project. Planning Services is initiating a pilot to offer online payment options for three types of development applications.

GenPay, the City's Generic Online Payment Solution, and E-Transfer are payment options that will be offered for Front Ending, Historic Land Use Inventory and Pre-Application Consultation applications.

In addition to the items noted above, the department will also consider several initiatives for further improvement. These include:

1. Planning Services Fee Review – Staffing Assessment

The department will be looking at overall staffing complements (such as planners, engineers, project managers and legal support) in the next term of Council, in the context of the ability to recover costs through fees, the overall fiscal health of the municipality, and the next Council's directions on staffing levels. The review will also ensure staff is deployed appropriately while continuing to review business processes and resource allocations. The department will remain open to new ideas to streamline services and ensure consistency.

2. Planning Services Fee Review – Fee Review

Planning Services are reviewing the fees associated with our services. Part of this will look at pre-consultation fees, those associated with engineering submissions, and a review of non-fee-generating activities. The City will also look at the desirability of the creation of reserve fund, similar to the Building Code Reserve, to capture surpluses from Planning Services and assist in years with significant application pressure or when revenues decrease resulting in a deficit.

3. Business process review – Applications with No Legal Outlet

The department, in collaboration with Infrastructure and Water Service Department will do a business process review on the steps required for applications that do not have legal outlet for drainage. A legal outlet must be acquired by any landowner collecting and discharging surface water, and it is a particularly complex process.

4. Pilot to Shorten circulation timelines

Staff will pilot shortening the circulation and consultation period for minor rezonings and Site Plans from 28 to 14 days for less controversial types of applications. The current Public Notification and Consultation Policy for Development Application Policy, updated in the 2019 SPC and fee review

provides a 28-calendar-day comment period from the date a sign is posted on site (p.5). Staff propose that the technical agencies and members of the public would continue to have a reasonable amount of time to review, digest and share feedback on applications if given 14 days.

5. Online Meeting Retention

The department will review the use of on-line stakeholder consultations post pandemic. Early results illustrate that virtual meetings are more accessible than traditional in person meetings. There is an added benefit that on-line meetings are less resource intensive.

6. Digital upload and E-Payment

The department will continue to review enhancements to digital upload and on-line payment options for planning applications in tandem with other corporate IT initiatives.

7. Community Planning Permit Pilot

The department will bring forward a Community Planning Permit Pilot project to test the assertion by the province that this process, once establish, is less administratively burdensome for applicants, and provides greater clarity of rules for landowners and stakeholders.

8. Business Process Review: Site Plan Control

Site Plan Review continues to be a challenge for Planning Services due to the number of files received, the demand for non-statutory public meetings, and the tendency to mitigate issues that arise which fall outside Site Plan legislation. The Department will review the 2019 Site Plan Control and Fees report to determine the viability of recommendations.

9. Review of Delegated Authority by-law

Bill 13, the [*Supporting People and Businesses Act*](#), 2021, was introduced by the province on October 7, 2021 and received Royal Assent on December 2, 2021. Schedule 19 of the Bill makes changes to the *Planning Act* to expand the matters that the council of a local municipality may delegate to help streamline planning decisions. The amendments, when adopted, will provide a new discretionary authority to delegate planning decisions dealing with minor amendments to Zoning By-laws, subject to establishing official plan policies that specify the types

of by-laws that may be delegated. This authority could include delegating decisions for Temporary Use By-laws, the Lifting of Holding Symbols, and other minor Zoning By-law amendments. The province has left it up to each municipality to determine whether to exercise this proposed new authority and the types of minor Zoning By-law amendment decisions to delegate. According to the legislation, the delegation of additional planning matters does not alter any notice or public meeting requirements or limit appeal rights. Planning Services is still evaluating this new legislation and will bring any associated recommendations forward to Committee and Council.

10. Urban Design Review Panel Terms of Reference Review

With the implementation of the new Official Plan, the department will refresh the terms of reference for the Urban Design Review Panel.

11. Refusal

Staff will be exploring a “refusal without prejudice” process with Legal Services and advise Council of the risks and benefits of this approach. This would see applications with significant deficiencies in the quality of the background information refused to avoid consuming considerable staff time. An applicant would have the ability to construct a replacement application without prejudice as staff will not have commented on the merit of a previous submission.

Authority for the initiatives listed above range from actionable by departmental leadership to requiring Council approval. More fulsome reports will be brought back to the appropriate committees as required.

Building Code Services

Building Code Services reviews and issues Building Permits, Demolition Permits, assigns municipal addresses, inspects building construction to ensure compliance with Permit Plans, Ontario Building Code and applicable laws.

Building Code Services saw a 13.7% increase in the number of Building Permits issued from 2020 to 2021. The total number of building inspections performed in 2021 were slightly more than in 2020. Of the total number of building inspections in 2021, the branch performed close to 77,000 inspections related to building elements (structural, building envelope), in excess of 1900 mechanical inspections, and over 24,500 plumbing inspections.

Figure 8: Building Permits and Inspections from 2019 to 2021

Year	Building Permits Issued	Access to Building Permit Record Applications	Number of Building Inspections
2021	11,436	1,465	122,301
2020	10,062	1,470	120,296
2019	9,803	1,493	125,461

Non-Building Code Related Applications

Information on the cost of servicing Building Permits and enforcing the *Building Code Act* and Ontario Building Code are reported separately in a report to Council every year, as required by the *Building Code Act*. The branch also deals with Sign Variances, Naming or Renaming Private Roadways and other Non-Building Code related permits as described below.

Figure 9 summarizes all non-Building Code related permit applications received by Building Code Services in the past three years.

Figure 9: Non-Building Code Related Permit Applications

	<u>2021</u>	2020	2019	Total
Pool Enclosure Permits	1,549	1,383	769	3,701
Permanent Signs on Private Property Permit Applications	475	342	482	1,299
Permanent Signs on Private Property Permit - Individual signs	1,077	693	969	2,739
Compliance Reports (including Compliance with Agreements)	1,261	909	1,005	3,175
Release of Agreement Application (includes Site Plan and other development agreements)	60	27	34	121

Sign Minor Variance Application	4	6	11	21
Private Roadway Naming	13	11	8	32
Total	4,439	3,371	3,278	11,088

Delegation of Authority for Non-Building Code Related Activity

Permanent Signs on Private Property Minor Variances:

Applications are evaluated under the Delegated Authority of the Chief Building Official.

Naming or Renaming of Private Roadways:

The Chief Building Official may authorize the naming or renaming of a private roadway under By-law 2014-78. If objections are received to the naming or renaming, a report is forwarded to Planning Committee and Council for a decision.

Highway Name Changes

The Chief Building Official may authorize the naming of a highway, the change in the name of a highway, the assignment of civic numbers and changes to civic numbers under the Municipal Addressing By-law 2014-78. Under the Municipal Addressing Bylaw, delegation of authority is permitted to approve street name changes primarily where public safety and wayfinding is involved.

Figure 10: Non-Building Code Staff Initiated Highway Name Changes

	2021	2020	2019
Highway Name Changes	6	0	20

Right of Way and Public Realm Permits and Approvals

A large component of the ROW and Public Realm and Urban Design Branches' activities includes the review and issuance of various permits and approvals related to Private Approaches, Road Cut Permits, Utility Circulations, and various encroachments in the public realm, as described in Figure 11.

Figure 11: Permits and Approvals Issued by the ROW Branch and Public Realm and Urban Design Branch

	2021	2020	2019
Road Cut	4844	4178	5106
Temporary Construction Encroachment	3898	2971	3249
Over Dimensional vehicle	1581	1419	1542
Traffic Management Plans	1573	1259	2584
Temporary Road Closures	720	530	592
Patio / Café Seating	188	140	104
Signs	5	4	15
Customer Service Boxes	6	8	8
Private Approach	46	94	122
Private Approach – Culvert Permits	56	59	70
Private Approach - Temporary Access Permits	45	43	37
Permanent Encroachment	22	32	22
Right of Way Agreement	22	38	18
Municipal Consent - Utility Work	1546	1082	1384
Total	14552	11857	14853

Property owners intending to construct or alter an access onto their property, usually a driveway, are required to obtain a Private Approach Permit. The review of the proposal, as part of the permit application process, ensures that the approach meets all municipal safety, and construction standards.

Prior to undertaking a road cut within any portion of the ROW including the boulevard and sidewalk, a permit must be obtained. A road cut is defined as a surface or subsurface cut in any part of a City-owned highway made by any means, including

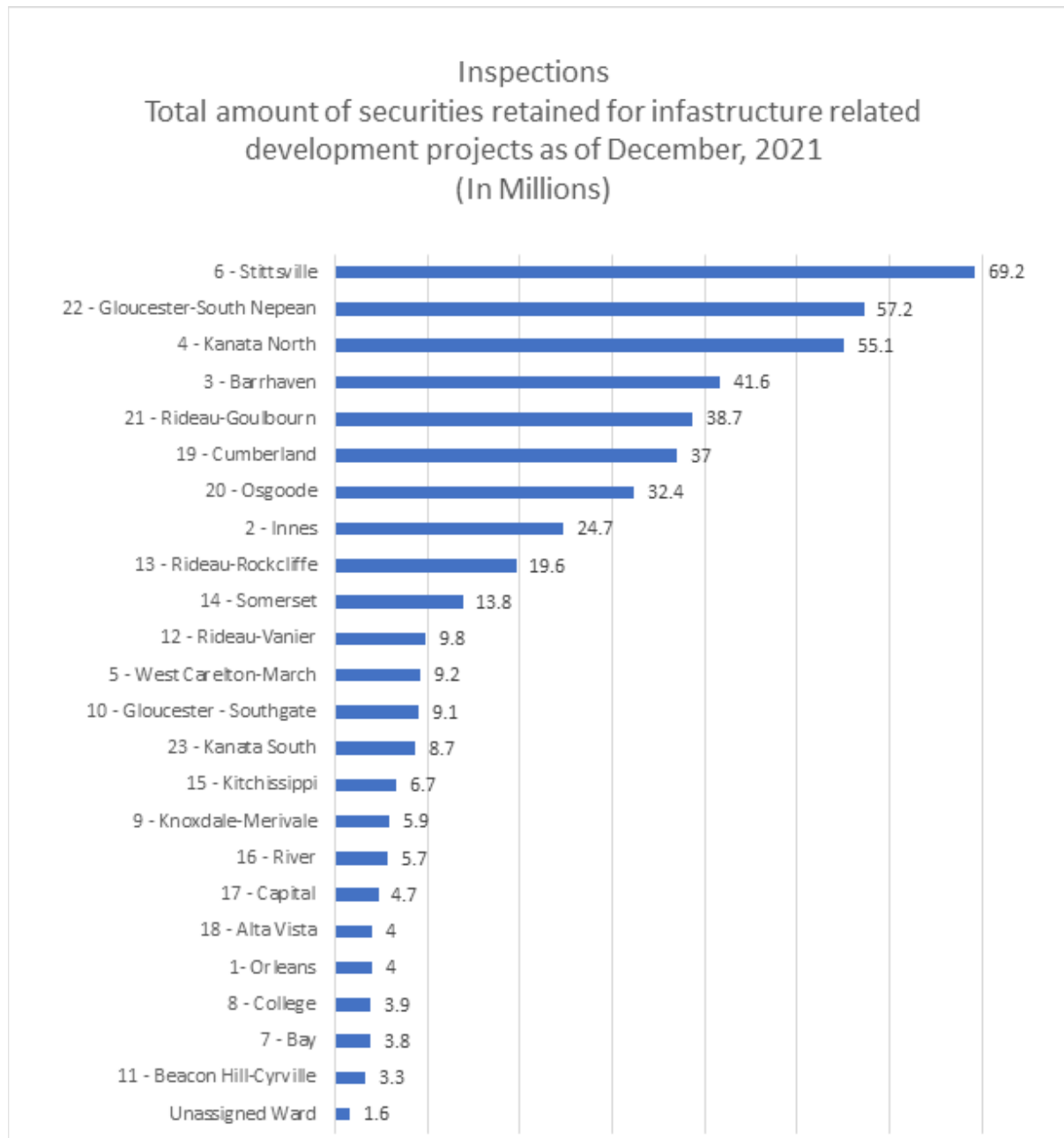
excavation, reconstruction, cutting, overlaying, crack sealing, braking, boring, jacking or tunneling operation.

The Right of Way Branch undertakes approximately 1300 utility/City/development circulations per year. There was a slight increase in 2021 with approximately 1500 utility circulations. Most circulations are for routine subsurface works (i.e., minimal or no noticeable visual changes to the streetscape after works are completed), but some result in changes that could have impacts on the community. Coordination of work to reduce community impacts and avoid traffic disruptions is undertaken as part of the circulation process. Councillors are consulted by staff prior to the commencement of work within their respective ward.

Requests to Release or Reduce Securities

The City receives securities from developers that are associated with work being undertaken through early servicing or development agreements as well as letters of undertaking in relation to approvals produced by Planning Services. These securities ensure that the work is undertaken in accordance with the conditions of approval. Once part or all the work has been completed, the developer can request partial or full release of the securities that the City is holding. The release or reduction of securities is carried out in conjunction with the Development Inspections Unit. In 2021, the City released approximately \$193,426,997.00 in securities to applicants as required works are completed, compared to \$158,790,263.00 in 2020.

Figure 12 shows the breakdown of securities released by ward. This data is a proxy indicator of how development activity is distributed around the city on any given year.

Figure 12:

Heritage Planning

A total of 26 heritage reports were prepared by staff in the Heritage Planning Branch for consideration by the Built Heritage Sub-Committee and City Council in 2021.

Of these 26, 16 reports were related to alterations, demolitions or new construction of buildings designated under either Part IV or Part V of the *Ontario Heritage Act*. There was one designation report for the designation of Porter's Island Bridge under Part IV of

the *Ontario Heritage Act*. There were annual reports related to the Heritage Register and the use of Delegated Authority under the *Ontario Heritage Act* in 2020. Staff recommended approval of two grants under the Heritage Community Improvement Plan totaling \$887,300 which will be paid out in increments over a period of 10 years. An information report was presented regarding Heritage Considerations for the new Ottawa Hospital Campus at 930 Carling Avenue. Four reports contained Information Previously Distributed.

A technical report delegating various heritage approvals under the *Ontario Heritage Act* to staff was approved by Council in 2015. Consequently, 111 Heritage Permits were issued by Heritage Planning staff through delegated authority in 2021.

Staff approved 34 projects for funding under the Heritage Grant Program for Building Restoration in 2021 totaling \$293,126.00.

RURAL IMPLICATIONS

There are no rural specific implications from this report.

CONSULTATION

No public consultation took place for this report.

COMMENTS BY THE WARD COUNCILLORS

This is a city-wide report – not applicable.

LEGAL IMPLICATIONS

There are no legal implications associated with receiving this report for information.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications associated with this report.

FINANCIAL IMPLICATIONS

There are no direct financial implications.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with this report.

TERM OF COUNCIL PRIORITIES

This project addresses the following Term of Council Priority:

- Service Excellence Through Innovation

DISPOSITION

This is an information report only.