

# Town Of Tillsonburg 2024 Business Plan

Building, Planning & By-law

, 2023



# 2024 Business Objectives

Project	Community Strategic Plan	Lead Accountability	Project Cost	Anticipated Completion
Building Code Amendments – Notify/educate designers, contractors and general public	<p><b>Goal</b> – Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information and opportunities to shape municipal initiatives.</p> <p><b>Strategic Direction</b> - Position Tillsonburg as a leader in the municipal sector.</p> <p><b>Priority Project</b>- N/A</p>	DCBO	\$1,000	Q4
Amanda/CloudPermit Integration (carry-forward)	<p><b>Goal</b> – Through community and regional partnerships, Tillsonburg will attract and retain a diverse range of businesses, creating employment opportunities for residents and a balanced tax base.</p> <p><b>Strategic Direction</b> – Continue to streamline and expedite the building approval process.</p> <p><b>Priority Project</b>- Ongoing - Continued roll-out and resourcing for Cloud based permit application system</p>	CBO	\$7,000	Q3
Host Annual Builder/Developer Information Forum and Backyard Project Permit Night	<p><b>Goal</b> – Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information and opportunities to shape municipal initiatives.</p> <p><b>Strategic Direction</b> - Position Tillsonburg as a leader in the municipal sector.</p> <p><b>Priority Project</b>- N/A</p>	DCBO	\$2,500	Q1

# 2024 Business Objectives

Project	Community Strategic Plan	Lead Accountability	Project Cost	Anticipated Completion
By-Law Implementation/Ed ucation – Right of Way By-Law (new), Parks By-Law (new)	<p><b>Goal</b> – Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information and opportunities to shape municipal initiatives.</p> <p><b>Strategic Direction</b> - Position Tillsonburg as a leader in the municipal sector.</p> <p><b>Priority Project</b>- N/A</p>	Building & By-Law Enforcement Supervisor	\$3,000	Q2
Increase/expand By-Law Enforcement Staffing/Services and presence via 1 additional FTE & 2 additional PTE officers	<p><b>Goal</b> – Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information and opportunities to shape municipal initiatives.</p> <p><b>Strategic Direction</b> - Position Tillsonburg as a leader in the municipal sector.</p> <p><b>Priority Project</b>- N/A</p>	Building & By-Law Enforcement Supervisor	\$ 127,400	Q4
Provide and manage contract security for Tillsonburg Community Centre and surrounding property amenities.	<p><b>Goal</b> – Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information and opportunities to shape municipal initiatives.</p> <p><b>Strategic Direction</b> - Position Tillsonburg as a leader in the municipal sector.</p> <p><b>Priority Project</b>- N/A</p>	Building & By-Law Enforcement Supervisor	\$ 60,000	Q4

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Review Site Plan By-Law including policies and guidelines	<p><b>Goal</b> – Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information and opportunities to shape municipal initiatives.</p> <p><b>Strategic Direction</b> - Position Tillsonburg as a leader in the municipal sector.</p> <p><b>Priority Project</b>- N/A</p>	CBO	\$0	Q1
Implement Planning Application Web Portal & Digital Service Delivery (carry-forward)	<p><b>Goal</b> – Through community and regional partnerships, Tillsonburg will attract and retain a diverse range of businesses, creating employment opportunities for residents and a balanced tax base.</p> <p><b>Strategic Direction</b> – Continue to streamline and expedite the building approval process.</p> <p><b>Priority Project</b> – Ongoing- Continued roll-out and resourcing for Cloud based permit application system</p>	CBO/County	\$0 (Oxford County Funded)	Q2
Zoning By-Law comprehensive review	<p><b>Goal</b> – Through community and regional partnerships, Tillsonburg will attract and retain a diverse range of businesses, creating employment opportunities for residents and a balanced tax base.</p> <p><b>Strategic Direction</b> – Continue to streamline and expedite the building approval process.</p> <p><b>Priority Project</b>- N/A</p>	County Planner	\$5,000	Q4

# 2024 Business Objectives

Project	Community Strategic Plan	Lead Accountability	Project Cost	Anticipated Completion
Central Area Design Study – Review Façade Improvement Program and review Public Realm options	<p><b>Goal</b> – The Town of Tillsonburg will accommodate and support sustainable growth.</p> <p><b>Strategic Direction</b> – Promote, preserve and enhance the downtown core as the retail centre and community hub for Tillsonburg.</p> <p><b>Priority Project</b>- N/A</p>	Development Tech./BIA	Funded from Economic Devm't	Q4
Develop Additional Residential Unit (ARU) user guide(s) related to Bill 23, More Homes Built Faster Act & provide stakeholder education	<p><b>Goal</b> – Within the community, Tillsonburg will strive to offer residents the amenities, services and attractions they require to enjoy balanced lifestyles.</p> <p><b>Strategic Direction</b> –Work with Oxford County and community partners to ensure an adequate supply of affordable, attainable housing options.</p> <p><b>Priority Project</b>- Immediate - Affordable housing collaboration with Oxford County</p> <p><b>Goal</b> – The Town of Tillsonburg will accommodate and support sustainable growth.</p> <p><b>Strategic Direction</b> –Work with Oxford County and the development community to proactively plan for a variety of housing options that are affordable and attainable for current and prospective residents.</p> <p><b>Priority Project</b>- Immediate - Attainable housing plan</p>	CBO	\$2,000	Q1

# Risks

- Bill 23 and ongoing legislative changes to the Ontario Building Code cause frustration for contractors, developers and owners which require additional staff time/resources to educate.
- Ensure all staff maintain/upgrade their provincial qualifications as required by the Ministry of Municipal Affairs & Housing.
- Lack of a planning web portal/digital service may cause delays and developer frustrations.
- Increase in By-Law inquiries/complaint volumes and complexity of local issues result in longer response times causing frustrations and reduced customer service.

# Opportunities

- Improvement of departmental communications to the community and development industry creates positive outcomes and transparency.
- Strategic organization of personnel and ongoing training reduces liability, provides consistency and business continuity.
- Implementation of a planning application web portal and digital review process will provide multiple efficiencies for the development community and streamline development approvals.
- Ongoing review of Central Area Design Study will provide a framework for future opportunity and development of the downtown BIA area.
- Increase in By-Law Officer staffing and presence will provide pro-active enforcement, deter mischief and improve customer service.

# Future Departmental Directions: 3 year outlook

## 2025

- Review Building & By-Law Internal Policies
- Complete Building Permit Fee Study
- Review Central Area Design Study
- By-Law Reviews

# Future Departmental Directions: 3 year outlook

## 2026

- Implement new Central Area Design Study & associated programs
- By-Law Reviews

# Future Departmental Directions: 3 year outlook

## 2027

- Central Area Design Study
- By-Law Reviews