



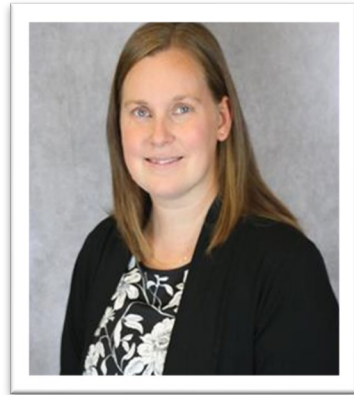
PORT COLBORNE
DEVELOPMENT & LEGISLATIVE
SERVICES

Development and Legislative Service Clerks Division

August 23, 2022

MEET THE
TEAM

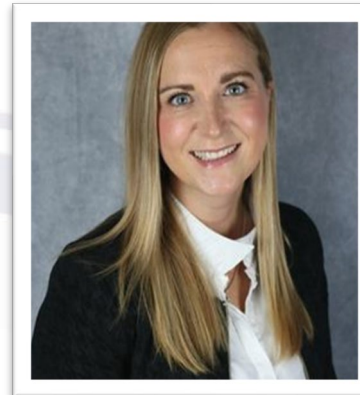
Clerks Division



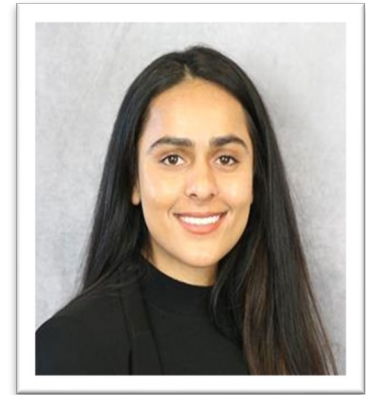
Amber LaPointe
Director of Development and
Legislative Services/Clerk



Nicole Rubli
Acting City Clerk



Charlotte Madden
Deputy Clerk



Saima Tufail
Interim Deputy Clerk



Brenda Heidebrecht
Legislative Assistant



Whitney Gilliland
Licensing Clerk



Diana Vasu
Election Coordinator



CITY CORPORATE VALUES

Integrity – we interact with others ethically and honourably

Respect – we treat each other with empathy and understanding

Inclusion – we welcome everyone

Responsibility – we make tomorrow better

Collaboration – we are better together

Our Mission: To provide an exceptional small-town experience in a big way.

Division: Anchored in success

Highlights:

- ❖ Committee Recruitment
- ❖ Procedural By-law Review and Update
- ❖ Election Sign By-law
- ❖ Overhaul of Lottery Licensing and Election webpages
- ❖ Safe return to In-Person Council Meetings
- ❖ Introduction to Hybrid Attendance Model
- ❖ Continued with Emergency Management Efforts



Our Mission: To provide an exceptional small-town experience in a big way.

Division: Deckhands in action

Current Projects/Responsibilities:

- ❖ 2022 Municipal Election/Council Orientation
- ❖ eSCRIBE (Phase 2) – Citizen Committees/Closed Session
- ❖ Business Licence Review and Update
- ❖ Delegated Authority By-law
- ❖ Citizen Committee Review – Terms of Reference/Composition
- ❖ Freedom of Information – Routine Disclosure Policy/Staff Training
- ❖ Customer Service Enhancements



Division: Propelling forward

Future Projects/Responsibilities

- ❖ New Council Term - Onboarding and Orientation Continues
- ❖ Committee Recruitment & Procedural Training
- ❖ Records Retention and Electronic Software Project
- ❖ Policy/Processes - Modernizing Efficiencies



Our Vision: A vibrant waterfront community embracing growth for future generations.



PORT COLBORNE

· DEVELOPMENT & LEGISLATIVE
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Development and Legislative Services Planning Division

August 23, 2022

Planning Division



Denise Landry
Manager of Planning Services



Chris Roome
Planner



Nicholas Olschansky
Engineering Technologist



David Schulz
Senior Planner



Samantha Yeung
Planning Technician/ Secretary
Treasurer



Ella Morkem
Planning Student



Department/ Division Focus Areas

Modernizing to
Create Efficiencies

Excellence in
Customer Service

Planning for the
Future



Planning: Anchored in success

2021 Highlights

- Record number of planning applications
- 80 Pre-consultation Meetings
- Port Colborne Quarry Pit 3 Expansion Application
- 72 Killaly Street E – Warehouse Zoning Bylaw Amendment
- CIP Update –collaboration with Economic Development
- Affordable housing strategy – collaboration with Economic Development
- Initiation of Secondary Plans – private land owners
- Waterfront Concept Project
- Southport Condos Approval – 74 Units

Southport Condos Approval



Our Mission: To provide an exceptional small-town experience in a big way.

Planning: Anchored in success

27 Neff Street – 6 Units



1965 Ramey Road - Industrial



Our Mission: To provide an exceptional small-town experience in a big way.

Planning: Deckhands in action

Customer Service

- Planning Applications / Building Permit Fees Review
- Heritage Property Review
- Planning Application Process Review
- Preparing Site Plan Guidelines

Planning for the Future

- Mineral Aggregate Operations Policy and Zoning Update
- Parkland Dedication Bylaw Review and Update

Our Values: Integrity, Respect, Inclusion, Responsibility, and Collaboration



Planning: Propelling forward

Modernizing Efficiencies

- Planning Module – City Wide Software
- Integrated GIS System

Planning for the Future

- Official Plan Review and Update – Conformity with new Regional OP
 - Affordable housing strategy implementation
 - Waterfront conceptual plan implementation
 - Growth management strategy
- Development Charge Bylaw Update
- Zoning Bylaw Housekeeping Amendment
- Planning Policy/ Bylaws Review

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Development and Legislative Service Building Division

August 23, 2022

Building Division: Anchored in Success

- **Building a Safe Community**
 - Ensures that all construction taking place in Port Colborne follows Ontario Building Code requirements. This ensure projects in Port Colborne are safe for the community.
- **Guidance through Permit Process**
 - Work with applicants to ensure their proposed projects adhere to City By-Laws and other regulatory agencies. The Division works in conjunction with various departments to ensure projects do not contradict applicable law and standards.
- **Inspections**
 - Working under the jurisdiction of the Building Code Act, staff ensure that issued permits are executed in a timely manner and that projects match what was proposed and approved
- **Orders**
 - If buildings are deemed unsafe, the Division is responsible to issue orders to rectify structures that are not following standards.



Building Division: Deckhands in Action

- Over 300 permits issued
 - Approximately \$40 million in project value
 - \$243,681 in building fees paid
- Approximately 50 inspection scheduled per month
 - Includes mandated inspections based on stages of construction and investigations for construction without permit

Working to transition from paper inspection forms to digital



Building Division: Propelling Forward

- Implementation of new software for permit tracking and reporting
 - Citywide Permits Module live June 1, 2022 and will be used as the database for all new permit applications going forward
- Work toward implementing an electronic plans review software to move toward fully digital servicing
 - BlueBeam
- Implement online portal for permit applications
 - Applicants can apply fully online and track their permit status daily
- Develop interdepartmental processes to decrease wait times on issuing permits
 - Utilize new Citywide software to track the entire process, create work orders to track timelines and ensure approvals are timely
- Implement update user fees to achieve full-cost recovery
 - Fee study completed by consultant to use activity-based costing to develop a more equitable fee schedule with respect to other Niagara Municipalities
- Continue to educate the community to understand why permits are important and when a permit is required
 - Update information guides, increase community engagement
- Continuous staff development and training
 - Workshops, courses, management, Ontario Building Officials Association membership, etc

