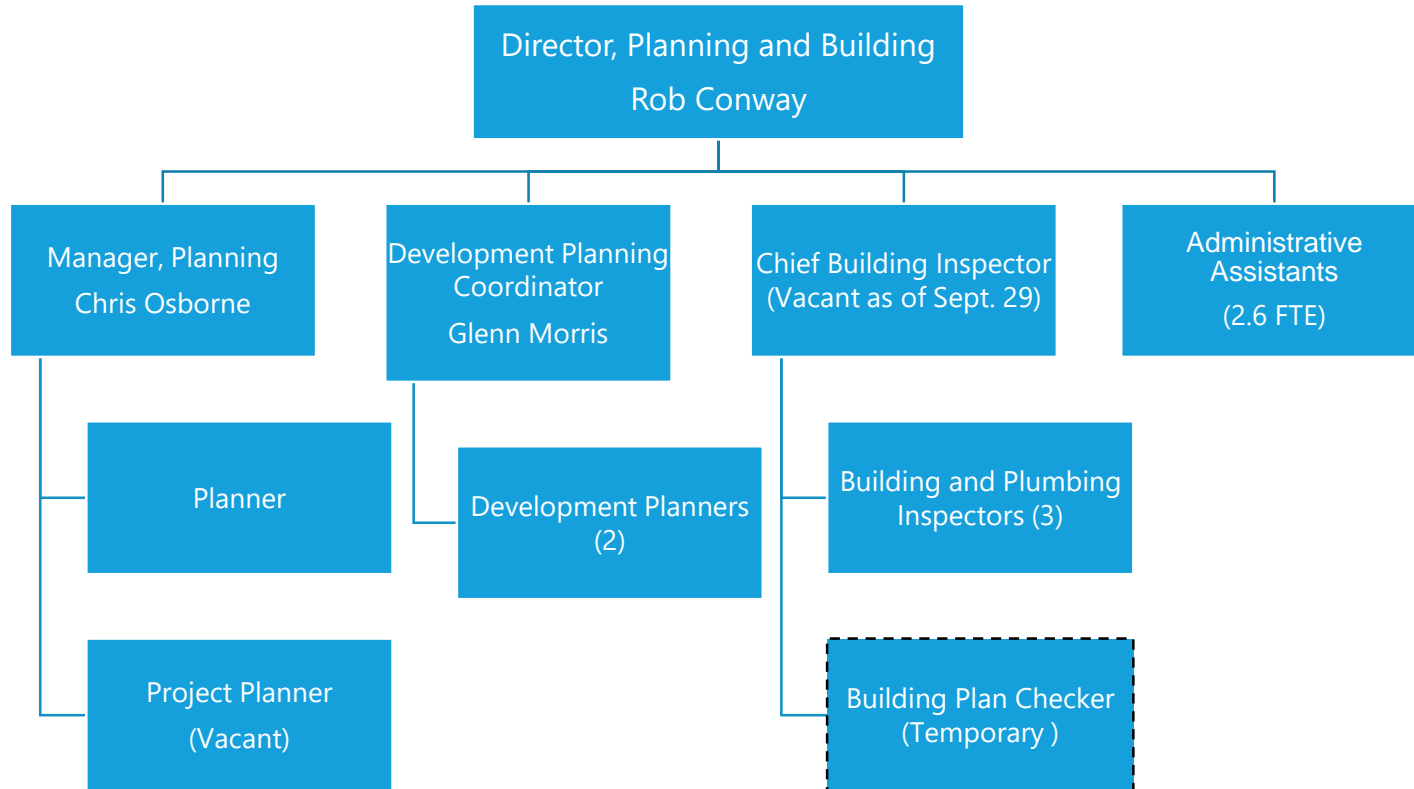


PLANNING AND BUILDING DEPARTMENT 2023 BUSINESS PLAN

Committee of the Whole

ORGANIZATIONAL STRUCTURE



STAFFING LEVELS

16

Total positions
as of
September 6, 2022

13 Full Time, Permanent

- 2 Vacant

1 Part Time, Permanent

2 Full Time, Temporary

(Exempt 5; CUPE 11)

DEPARTMENT FOCUS

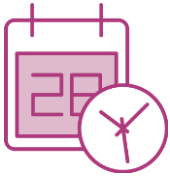
The Planning and Building Department provides information and support relating to services associated with community planning, land use and sustainable land development.

We prepare and maintain plans, regulations and policies for the responsible development of North Cowichan's communities and are responsible for the review and administration of planning and building approvals.



CORE BUSINESS

The Department is organized into four teams:



**COMMUNITY
PLANNING**



**DEVELOPMENT
PLANNING**



**BUILDING
INSPECTIONS**



**ADMINISTRATIVE
SUPPORT**

COMMUNITY PLANNING

2.6 FTE (Manager, Planning; Project Planner; Planner)

- Responsible for land use plans and policy
- Official Community Plan and Zoning Bylaw update
- Supports community partnership initiatives and emergent policy issues (e.g. affordable housing, telecommunication tower policy and process)
- Assists with complex development applications
- Assists with the implementation of the Climate Action Strategy
- Coordinates and collaborates on regional planning projects (i.e. Cowichan 2050, childcare and housing needs assessments)
- Provides planning support on a range of municipal initiatives (i.e. Rowing Canada, affordable housing projects, Master Transportation Plan, Capital Works program)
- Environmental planning in collaboration with Environment Services staff, including implementation of the Climate Action and Energy Plan and Biodiversity Protection Policy.
- Community planning projects (e.g., Local Area Plans; other secondary plans)
- Grants, social planning, arts & culture, heritage planning, parks & trails, infrastructure
- Maintain and develop external relationships and conducts public engagement on projects and policies

DEVELOPMENT PLANNING

3.4 FTE (Development Planning Coordinator; 2 Development Planners; 0.4 Planner)

- Administers and maintains Zoning Bylaw and other development related regulations and policies
- Pre-application meetings and correspondence
- Processes development applications
- Works with applicants and land owners to achieve compliance with policies, regulations, and guidelines
- Business license approvals - land use
- Responds to public information requests
- Reviews and provides recommendations to the Council and the Board of Variance on variance applications
- Processes Agricultural Land Commission applications
- Enforcement and compliance
- Communications with agencies and external agency referrals

BUILDING INSPECTIONS

5 FTE (Chief Building Inspector; 3 Building and Plumbing Inspectors; Plan Checker)

- Administers building, fire, health and life-safety standards and regulations
- Provides technical information to designers, builders and home owners
- Business license approvals regarding building standards
- Reviews and approves building, sign and plumbing permit applications
- Conducts inspections for compliance with BC Building Code, Building Bylaw and other applicable regulations
- Enforcement and compliance
- Promotion and implementation of the BC Energy Step Code

BUILDING PERMITS

Year	Building Permits	Commercial	Residential	Other	Residential Units Created	Total Value of Construction
2017	294	36	198	60	162	\$47M
2018	336	30	194	112	378	\$67M
2019	263	20	171	70	340	\$85.8M
2020	301	29	202	70	221	\$64.2M
2021	329	15	232	82	291	\$116.9M
2022*	189	10	136	43	395	\$70.2M

* to August 30, 2022

BUILDING PERMIT STATISTICS

Single Family, Duplex, Suites and Apartments

New Residential Units	Single Family + Accessory Dwelling	Duplex	Suites	Multi-Family + Apartment	Total
2017	130	14	14	12	170
2018	149	26	15	186	376
2019	132	20	14	174	340
2020	154	19	8	39	221
2021	180	28	4	69	281
2022*	77	4	4	310	395

* to August 30, 2022

NON-RESIDENTIAL PERMITS

Commercial / Institutional / Agricultural

Building Permits	Industrial & Agricultural	Institutional	Commercial	Total
2017	4	4	22	30
2018	10	4	16	30
2019	4	3	17	24
2020	6	4	22	32
2021	5	5	15	25
2022*	3	3	10	16

* to August 30, 2022

TRENDS FOR 2023

- Building permit revenue in the first eight months of 2022 has exceeded budget estimates for the year by 15%. Building activity is expected to slow in 2023 due to rising interest rates and inflation, but a significant decline is not expected due to the demand for housing in the region.
- Building permits for multi-family housing units increased significantly in 2022, while permits issued for single family homes have declined. Multi-family housing units currently under construction are expected to provide badly needed rental units and housing units attainable to lower and middle income households.
- Construction of the Cowichan Secondary School commenced in the spring of 2022, and construction of the new Cowichan District Hospital is expected to begin in late 2022/early 2023. Dedicated resources from the Engineering and Planning and Building Departments have been allocated to facilitate these major projects.

TRENDS FOR 2023 – CONT'D

- Due to the scale and complexity of some of the development applications received in 2021 and 2022 and strong development activity in recent years, the average application processing time has been increasing. Options for addressing the application backlog will be presented to Council in the coming months.
- There continues to be strong interest from developers in the Bell McKinnon Road and Paddle/Ford Road areas. Coordinating infrastructure and amenities for those areas in accordance with the Bell McKinnon Local Area Plan is a primary focus of the Development Planning staff.
- With the adoption of the new OCP, the Community Planning team is now focused on reviewing and updating the Zoning Bylaw and other initiatives to implement the OCP.



CLIMATE EMERGENCY PRIORITIES

CLIMATE EMERGENCY PRIORITIES

Planning and Building



PRIORITY 1:

Support Environment Staff in the implementation of the Climate Action and Energy Plan



PRIORITY 2:

Strengthen environmental policy in all land use planning

2023 BUSINESS PLAN

MODERNIZATION ACTIVITIES

- Official Community Plan to set vision for the community
- Electronic application intake process established for building permit and development applications.
- Zoning Bylaw amended to align Zoning Bylaw regulations for accessory dwellings on rural land with ALC Act.
- Regulations for retaining walls under review to improve transparency and reduce non-compliance issues.
- Planning compliance form implemented to help streamline the building permit application process.

NEXT STEPS/ADDITIONAL IMPROVEMENTS

- Opportunities for de-regulation to be identified in Zoning Bylaw review.
- Community Amenity Policy to reduce uncertainty and facilitate land use application approval processes.
- Proposed amendments to development application fees to improve service levels.

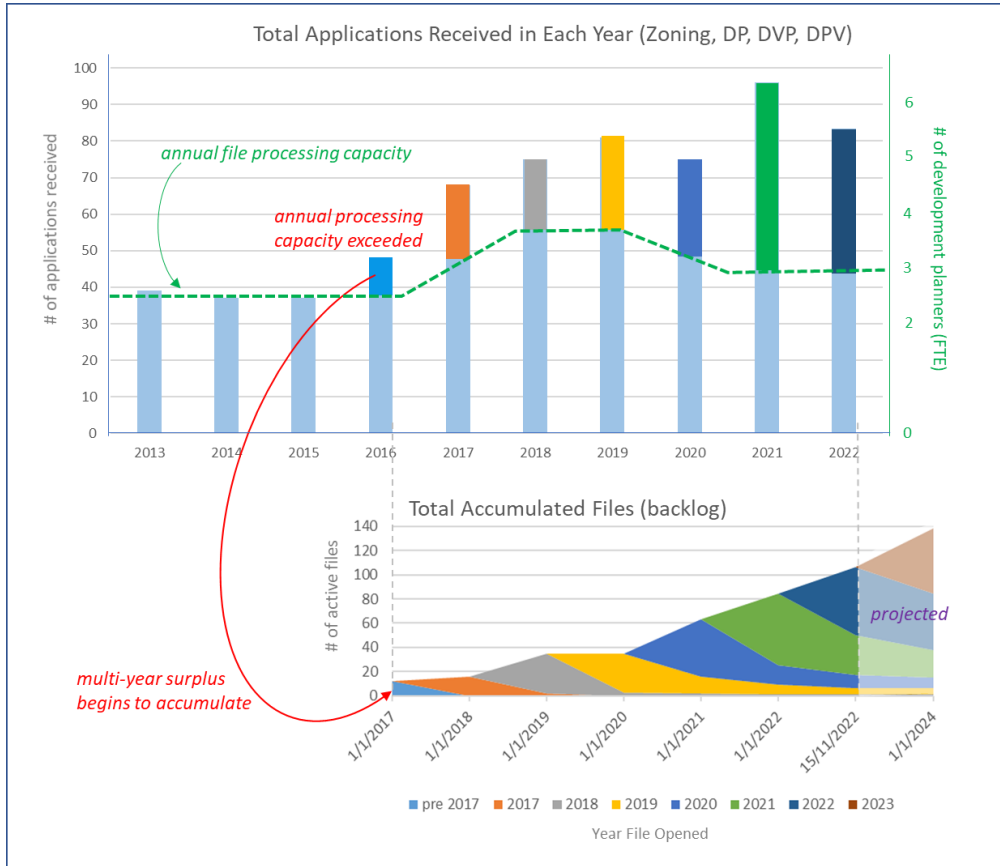
PROJECTED BUSINESS PLAN DELIVERABLES

Actions / Projects	Start Date	Strategic Alignment
Zoning bylaw review	2023	Council Strategic Plan
OCP Implementation plan: <ul style="list-style-type: none"> • Local area plans • Bylaw updates • Strategic Agriculture Plan Note: projects or initiatives that result will need to be prioritized, budgeted, and resourced in subsequent years.	2022	Council Strategic Plan
Affordable Housing Strategy <ul style="list-style-type: none"> • Land inventory and disposition policy • Affordable housing policy • Implementing provincial initiatives/direction 	2022	Council Strategic Plan
Staff support to the Agricultural Advisory Committee	2023	Council direction

PROJECTED BUSINESS PLAN DELIVERABLES

Actions / Projects	Start Date	Strategic Alignment
Support planning and development of the new Cowichan Secondary School, Cowichan District Hospital and Duncan/North Cowichan RCMP Detachment	2021	Council Strategic Plan: Service
Complete Development Procedures Bylaw for Council's consideration.	2023	Operational Strategic Plan
Review development application processes and address backlog and resourcing <ul style="list-style-type: none"> • Staff report for Council direction • Conduct a review for Council consideration of existing business process to increase the effectiveness and efficiency of the program. • Address caseload backlog 	2022	Operational Strategic Plan

DEVELOPMENT APPLICATION PROCESSING



OPERATING BUDGET -SUPPLEMENTAL BUDGET REQUESTS

NET NEW STAFFING REQUEST

Position	Rationale	Implications of Deferment	Projects Deferred	Budget Impact
<p>Development Planner</p>	<ul style="list-style-type: none"> To maintain and improve service to the public in the face of strong current and projected development activity. 	<p>Without the position, the department cannot meet the current caseload demands and service levels.</p>	<p>N/A</p>	<p>\$97K + benefits</p> <p>funded by increases to fees and charges for development application</p> <p>Subject to future Council direction on fees</p>

OPERATING BUDGET -SUPPLEMENTAL BUDGET REQUESTS

NET NEW STAFFING REQUEST

Position	Rationale	Implications of Deferment	Projects Deferred	Budget Impact
Senior Building Inspector	<ul style="list-style-type: none">• Replacement of existing building inspector position (unionized position).• Provide oversight and direction to building inspectors and additional supervisory capacity.• Coordinate inspections and plan reviews.• Reviews permits for consistency and compliance.• Back up for Chief Building Inspector when on leave or unavailable.	<ul style="list-style-type: none">• Lack of succession planning• Potential delays when the Chief building inspector is unavailable.		\$10k incremental increase funded by fees

OPERATING BUDGET -SUPPLEMENTAL BUDGET REQUESTS

Contract Planning Services

Position	Rationale	Implications of Deferment	Projects Deferred	Budget Impact
Contract Senior Development Planner	<ul style="list-style-type: none"> To reduce the backlog of development applications and achieve processing times that are more consistent with advertised timelines and industry standards. To facilitate housing development and community investment compatible with the Official Community Plan and other Municipal planning policies. To create short term capacity for responding to Provincial housing mandates and affordable housing and economic development opportunities. 	<p>The backlog of development applications will persist and timeframes for processing applications will remain unacceptably long for a minimum of 2 years.</p> <p>If development activity remains strong or increases, processing times will likely increase.</p>		<p>\$150K</p> <p>A one-time increase that could be funded by surplus building permit revenue earned in 2022.</p> <p>Proposed for 2023 but could be extended further if needed.</p>

OPERATING BUDGET

	2022 Budget	2023 Budget	\$ Change	% Change	2022 YTD*
REVENUE					
Building Permit Fees	\$ 658,930	\$ 708,104	\$ 49,174	7%	\$ 994,356
Development Fees	79,590	81,180	1,590	2%	63,700
TOTAL REVENUES	\$ 738,520	\$ 789,284	\$ 50,764	7%	\$ 1,058,056
EXPENSES					
Building Inspections	\$ 718,175	\$ 730,622	\$ 12,447	2%	\$ 595,047
Planning Administration	1,492,586	1,581,665	89,079	6%	1,230,296
TOTAL EXPENSES	\$ 2,210,761	\$ 2,312,287	\$ 101,526	5%	\$ 1,825,342

* to October 31, 2022

KEY PERFORMANCE INDICATORS

	2018	2019	2020	2021	2022*
Number of development applications received	94	90	94	111	75
Number of building inspections completed	1,987	2,469	2,676	2,893	1,767
Estimated number of planning inquiries	N/A	5,900	5,740	7,789	5,867
Community engagement reach of building news letter	0	136	186	231	231
Percentage of new housing units within 1km of neighbourhood commercial centre or mixed use/commercial core	N/A	N/A	48.6%	45.3%	81.5%

* to September 15, 2022