



DEVELOPMENT SERVICES
Development Approvals
2022 Business Plan

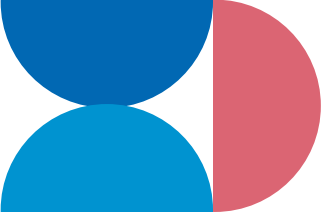


DEPARTMENT OVERVIEW

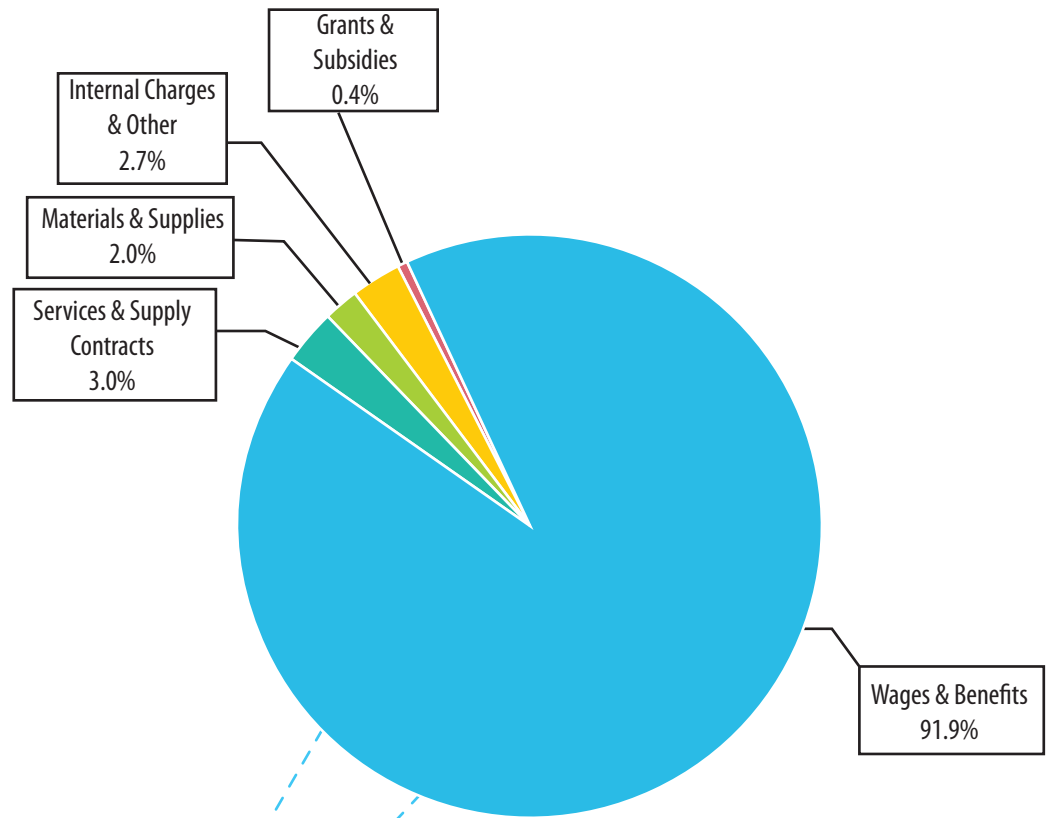
The Development Approvals Department is responsible for all development approvals including building permits, subdivision, development permits, rezoning, as well as approval of development related engineering works, and environmental and tree management. Development Approvals staff interact with many community and development industry stakeholders and City departments to build a well-designed, healthy and prosperous community.

The Core Services are:

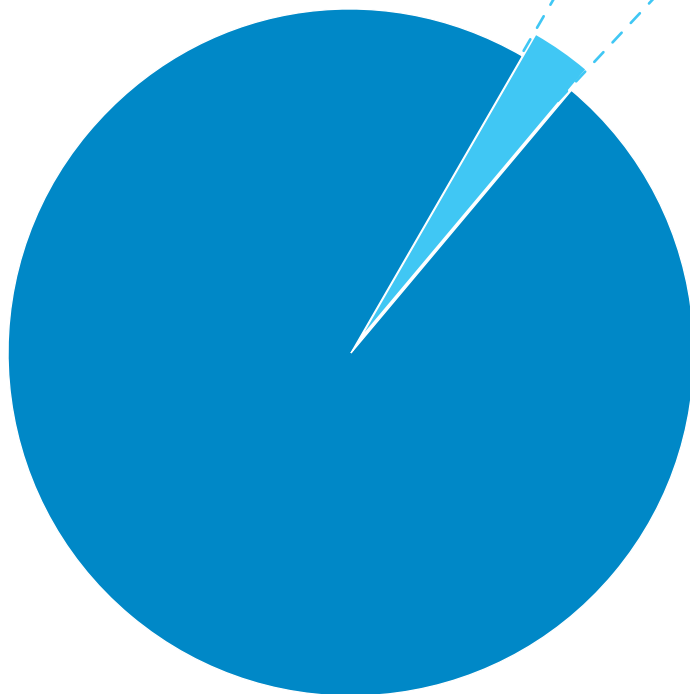
- Current Planning
- Subdivision
- Development Engineering & Environment
- Building Inspections



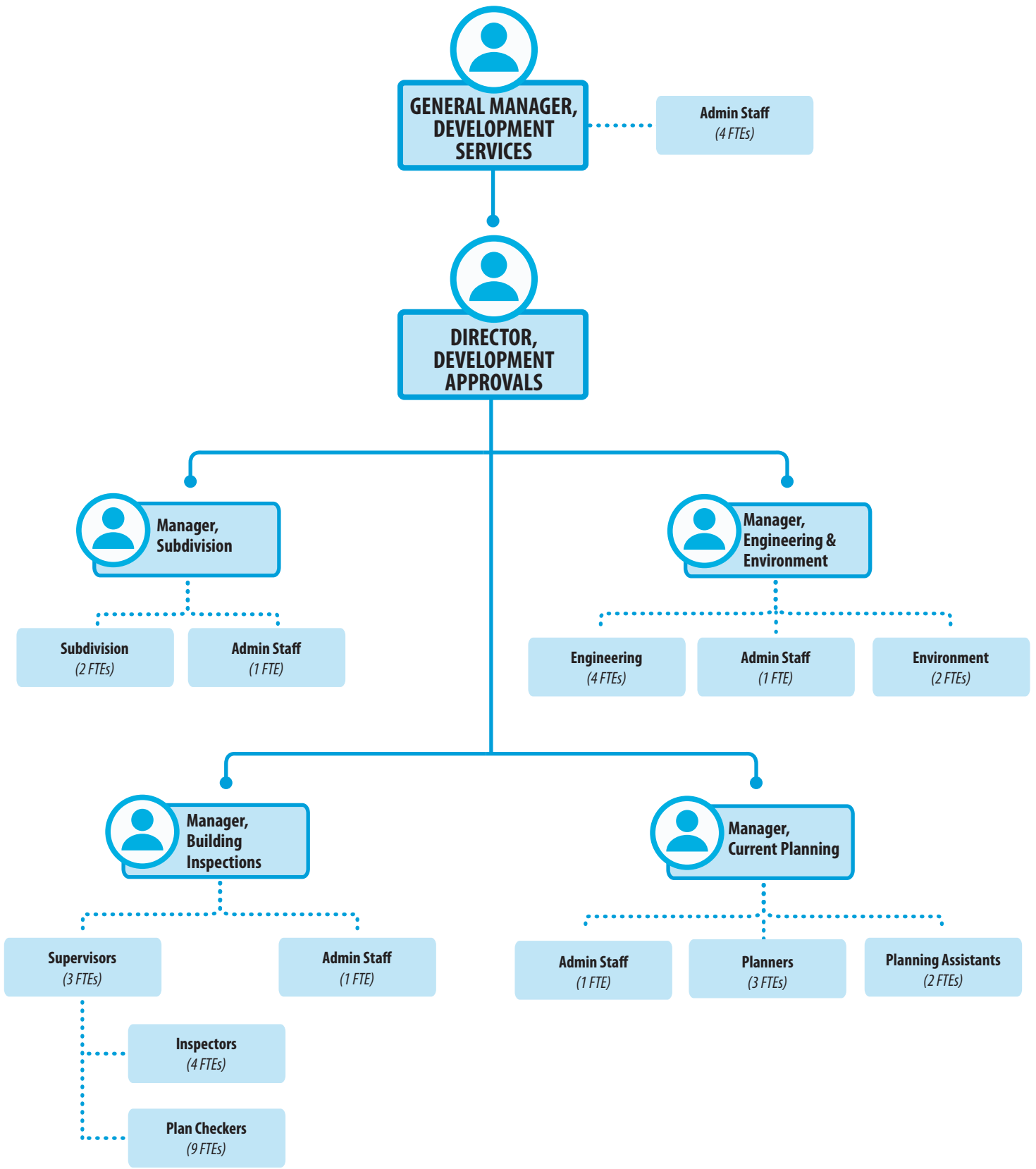
DEPARTMENT'S SHARE OF THE BUDGET

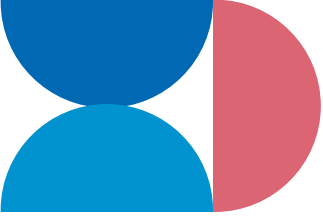


Operating Expenditure Budget:
\$ 4,485,058



- DEVELOPMENT APPROVALS 2.7%
- REMAINING CITY BUDGET 97.3%





LEVEL OF SERVICE

Current Planning

- Administer the Zoning Bylaw, Parking Bylaw, and Sign Bylaw
- Administer the Development Permit Area Guidelines
- Process development-related applications including Official Community Plan amendments, rezonings, temporary use permits, covenant amendments, development permits and development variance permits
- Process applications for the Board of Variance
- Process applications for liquor licences, sign permits, telecommunications facilities, and Agricultural Land Reserve (ALR)
- Review business license applications for compliance with Zoning Bylaw and applicable land use regulations

Committees: Design Advisory Panel, Board of Variance

Development Engineering & Environment

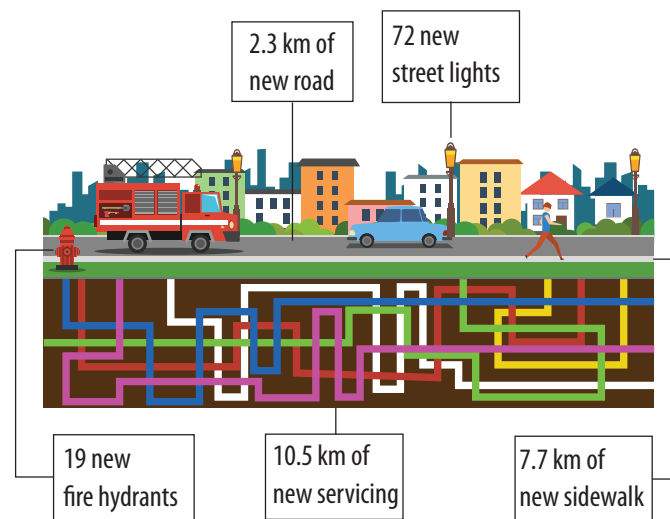
- Administer the Development Cost Charge Bylaw
- Review and coordinate development-driven engineering works
- Process works-in-city-streets permits, fill permits
- Administer and enforce the Tree Protection Bylaw
- Maintain statistics for the value of civil works constructed through development
- Develop Environmental policies for the City
- Design and support the implementation of environmental and climate action initiatives

Committees: Environment Committee

New Assets from Development:

	Total Value of New Civil Infrastructure Accepted (in Millions)
2016	\$10.2
2017	\$5.7
2018	\$16.2
2019	\$8.7
2020	\$12.4
2021 projection	\$13.0

2020 Summary of Assets from Development:



LEVEL OF SERVICE



Subdivision

- Administer the Subdivision Control Bylaw.
- Review subdivision applications for compliance with Federal and Provincial statutes and regulations and municipal bylaws.
- Process development permit and development variance permit applications required for subdivision approval.
- Administer applications for subdivision approval under the *Land Title Act*, *Strata Property Act* and *Local Government Act*.

Building Inspections

- Enforce the BC Building Code and the Building Bylaw
- Process applications for building permits
- Perform building permit-related inspections
- Conduct complaint-driven building violation inspections
- Conduct over 12,000 inspections each year

New Detached Lots:

2016	346
2017	227
2018	319
2019	147
2020	215
2021 projection	213

All Dwelling Units:

2016	1,023
2017	858
2018	947
2019	1,877
2020	1,084
2021 projection	1,367



Total Construction Value (in Millions):

2016	\$213
2017	\$205
2018	\$216
2019	\$445
2020	\$243
2021 projection	\$319



2021 ACHIEVEMENTS

Development Activity

Development activity in Nanaimo remains strong. Significant Official Community Plan amendment applications, including Sandstone and Green Thumb, have progressed in 2021. By the end of July 2021, development permits were reviewed and approved for 909 residential units including 497 multifamily (with approximately 55% proposed as purpose-built rental units), 110 supportive housing units, and 165 student housing units. Building permits were issued for over \$198 M in total construction value achieved by the end of July 2021. This includes building permits for 485 new residential units, with 1,367 units projected by the end of 2021.

Building Permit Function Review

In spring 2021 the Neilson Strategies Inc., Building Permit Function Review report recommendations were endorsed by Council. Among other recommendations, the report identified the need for technology to aid in the permit workflow from application to issuance, resources to support a new fast track permit stream and a City/Industry Joint Building Permit Advisory Working Group to identify issues and develop solutions to improve building permitting. Implementation of the recommendations from the Building Permit Function Review are underway with the process of identifying technology improvements underway, new positions filled and the Joint Building Permit Advisory Working Group formed.

COVID-19 Pandemic Response

Day-to-day business practices and statutory procedures have been adapted as required to maintain business continuity, meet the requirements of Ministerial Orders and ensure staff well-being.

These include: Adapted public hearing, Design Advisory Panel and Board of Variance meeting formats to provide online committee member participation and public access.

Tree Voucher Program

A tree planting rebate program was established to help increase the overall forest canopy on private lands. Funding comes from deferred revenue from fines, cash-in-lieu payments for loss of significant trees, as well as revenue received during the subdivision process as cash-in-lieu payment for tree replacement planting requirements. The program is increasingly popular and has contributed to the planting of approximately 2,000 trees on private land since it began in 2017. The program was enhanced with online access to tree vouchers in 2020. This enhancement has supported 400 tree voucher requests by July 2021.

Community Amenity Contribution Policy Review

The Community Amenity Contribution (CAC) policy review was initiated in 2019 and is nearing completion. The review includes a scan of CAC policies from other communities, consultation with the local development community, and is grounded in analysis prepared by a land economist. A draft policy with proposed new CAC contribution rates was presented to the Governance and Priorities Committee in March and July and it is anticipated that a draft policy will be presented to Council in fall 2021 for consideration of approval.

2021 ACHIEVEMENTS



BC Energy Step Code Implementation

A Step Code rezoning policy was presented to the City's Environment Committee and stakeholders for input in conjunction with the City's Community Amenity Contribution Policy review and updates to Schedule D of the Zoning Bylaw to incentivize the provision of amenities in exchange for additional development density. The Step Code rezoning policy was approved by Council in March 2021.

Zoning Bylaw Amendments - Schedule D

Zoning Bylaw 4500 was updated to incentivize affordable housing options through density bonusing as identified in the City Affordable Housing Strategy.

2022 CONSIDERATIONS & OPPORTUNITIES

Staffing

The City of Nanaimo is currently experiencing a multi-year development boom, with 2021 being a strong year to date for construction value and volume. The sustained pace of development has been coupled with an increase in the complexity of files and challenges filling key technical positions. Retaining qualified and experienced staff as well as expanding capacity for staffing in Development Approvals is essential moving forward.

Change Management

Continue to improve internal and customer communication to raise awareness of process changes to improve service delivery and business resiliency. Continue to work with the development community through the Joint Building Permit Advisory Working Group to implement the recommendations of the Building Permit Function Review.

Building on Pandemic Response Actions

Continue investigating IT solutions for automation and improvement of current systems, such as, more robust and automated online application processes, with a screening component that will improve processing timelines by ensuring that applications are complete and reducing administrative steps.



KEY INITIATIVES FOR 2022

Q3

Current Planning

Procedures Bylaw Update: The City's Development Approval Procedures and Notification Bylaw, which was adopted in 1991, requires review and update to ensure that development approval procedures and notification requirement are clear, accurately reference appropriate legislation and reflect community interests.

Engineering & Environment

Comprehensive Soils Bylaw: The existing Soil Removal and Depositing Regulation Bylaw was established in 1976 and last amended in 1999. The new Comprehensive Soils Bylaw will include new regulations on the removal of soil and placement of fill. In addition, the bylaw will incorporate new regulations on notification and pre-blast surveys for blasting, erosion control, contaminated soils, retention / placement of soils to promote on-site stormwater retention / groundwater recharge, and professional oversight.

Tree Management and Protection Bylaw Update: The City's Tree Bylaw was adopted in 2013. At that time the bylaw represented a significant step forward in the management and protection of trees within the City. However, through the administration of the bylaw over the past seven years it has become apparent that revisions are required to reflect current industry practices, allow for improved administration of the bylaw and address gaps in the bylaw to ensure the bylaw provides for improved management and protection of trees within the City.

Q4

Subdivision

Subdivision Control Bylaw Update: The City's Subdivision Control Bylaw was originally adopted in 1989 and, although it has been amended incrementally throughout the years, is in need of a larger update to ensure that it is clear on the City's requirements for subdivision approval and reflects current legislative requirements and best practices. With the recent update to Schedule A of the Bylaw (MOESS), there is need for an overall update to the Bylaw.

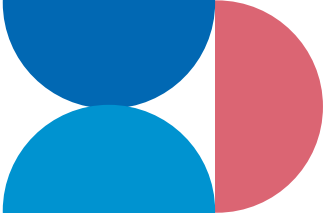
Current Planning

Planning Function Review: As part of the City's Development Approval Improvement project, staff will engage with a consultant to review and make recommendations to streamline existing development approval procedures, update associated bylaws and develop standard templates and guidelines. These changes will support efficient and transparent development application approval.

PROPOSED OPERATING BUDGET



	2021	2022	2023	2024	2025	2026
	Approved Budget	Draft Budget	Draft Budget	Draft Budget	Draft Budget	Draft Budget
Revenues						
Building Inspections	\$ 1,965,000	\$ 2,177,500	\$ 2,199,275	\$ 2,221,268	\$ 2,243,480	\$ 2,265,916
Current Planning	98,700	104,600	105,646	106,703	107,769	108,847
Development Engineering & Environment	41,000	49,000	49,490	49,985	50,485	50,989
Subdivision	66,000	55,000	55,550	56,106	56,667	57,233
Annual Operating Revenues	\$ 2,170,700	\$ 2,386,100	\$ 2,409,961	\$ 2,434,062	\$ 2,458,401	\$ 2,482,985
Expenditures						
Building Inspections	\$ 2,050,079	\$ 2,128,693	\$ 2,171,260	\$ 2,214,668	\$ 2,258,951	\$ 2,304,114
Current Planning	896,784	909,355	927,532	946,067	964,979	984,269
Development Engineering & Environment	1,189,811	979,102	998,684	1,018,654	1,039,027	1,060,079
Subdivision	461,410	467,908	477,267	486,809	496,548	506,477
Annual Operating Expenditures	\$ 4,598,084	\$ 4,485,058	\$ 4,574,743	\$ 4,666,198	\$ 4,759,505	\$ 4,854,939
Net Annual Operating Expenditures	\$ 2,427,384	\$ 2,098,958	\$ 2,164,782	\$ 2,232,136	\$ 2,301,104	\$ 2,371,954
Staffing (FTEs) - Budgeted	39.0	37.0	37.0	37.0	37.0	37.0



PROPOSED OPERATING BUDGET

	2021	2022	2023	2024	2025	2026
	Approved Budget	Draft Budget	Draft Budget	Draft Budget	Draft Budget	Draft Budget
Expenditure Summary						
Wages & Benefits	\$ 4,165,556	\$ 4,121,479	\$ 4,203,907	\$ 4,287,987	\$ 4,373,744	\$ 4,461,220
Services & Supply Contracts	160,455	132,563	135,215	137,917	140,675	143,489
Materials & Supplies	121,902	88,213	90,377	92,582	94,834	97,135
Utilities	-	-	-	-	-	-
Internal Charges & Other	130,171	122,803	125,244	127,712	130,252	133,095
Debt Servicing	-	-	-	-	-	-
Grants & Subsidies	20,000	20,000	20,000	20,000	20,000	20,000
Annual Operating Expenditures	\$ 4,598,084	\$ 4,485,058	\$ 4,574,743	\$ 4,666,198	\$ 4,759,505	\$ 4,854,939