



DEVELOPMENT SERVICES

Development Approvals

2021 Business Plan



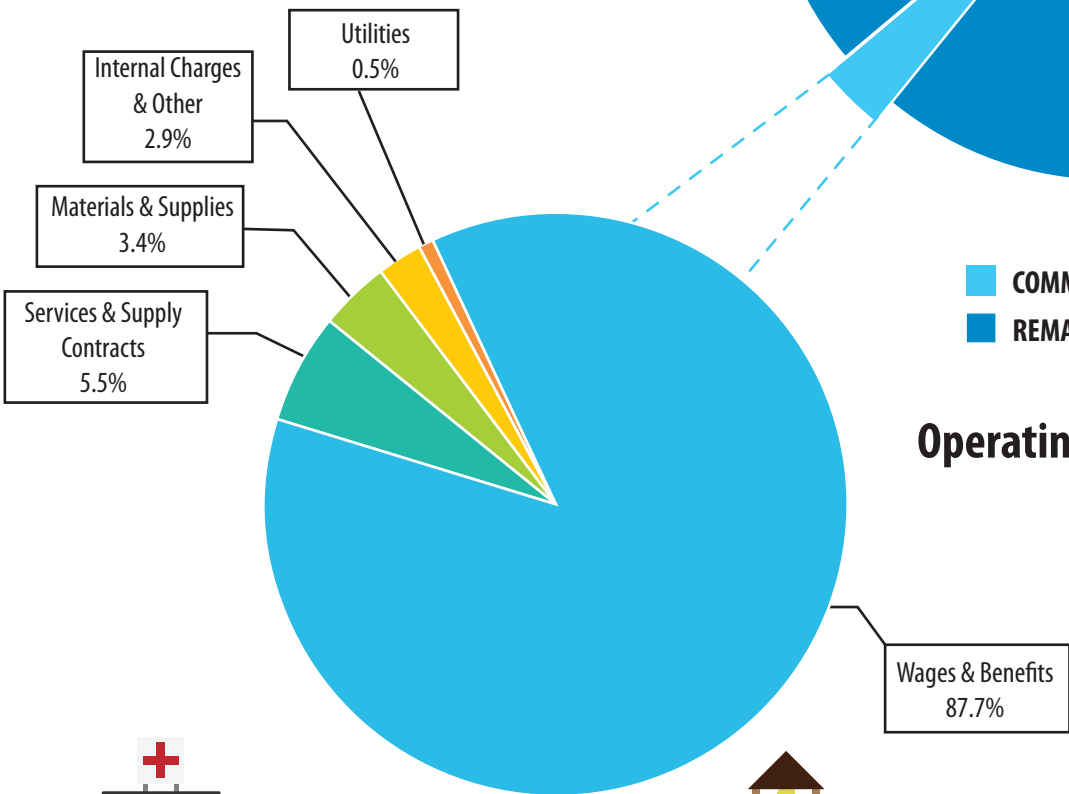
Development Approvals

OVERVIEW

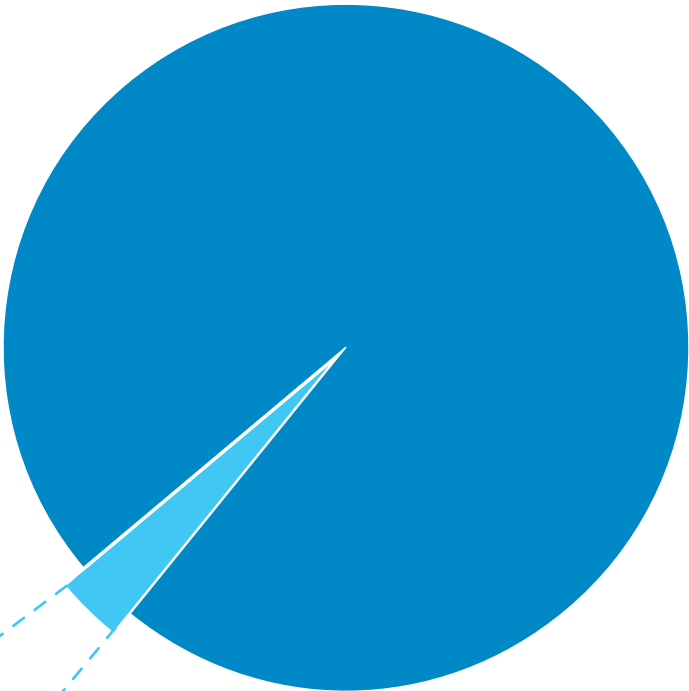
The Development Approvals Department is responsible for all development approvals including building permits, subdivision, development permits, rezoning, as well as approval of development related engineering works, and environmental and tree management. Development Approvals staff interact with many 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

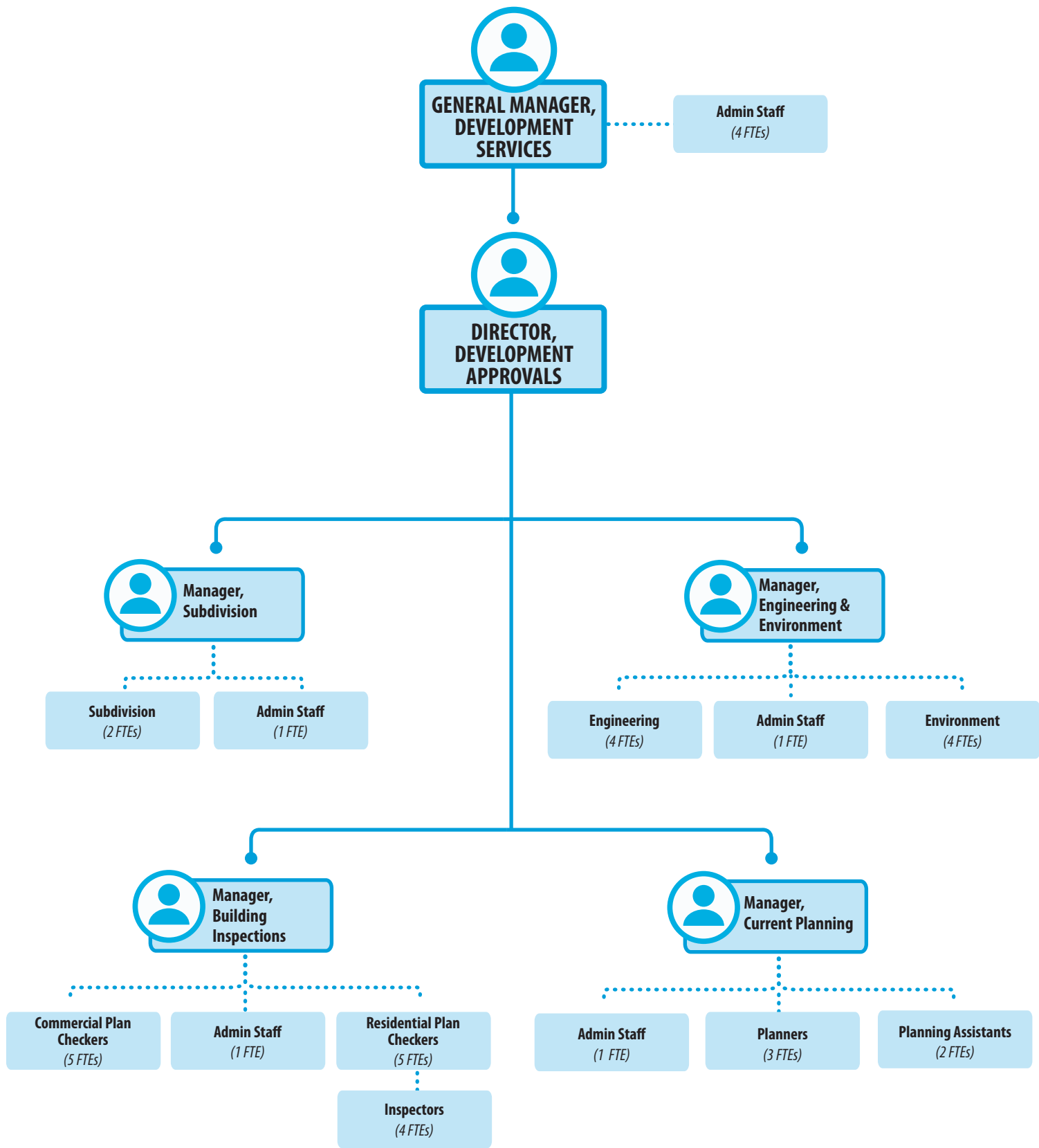


DEPARTMENT'S SHARE OF CITY'S OPERATING EXPENDITURE BUDGET



Operating Expenditure Budget:
\$ 4,646,025

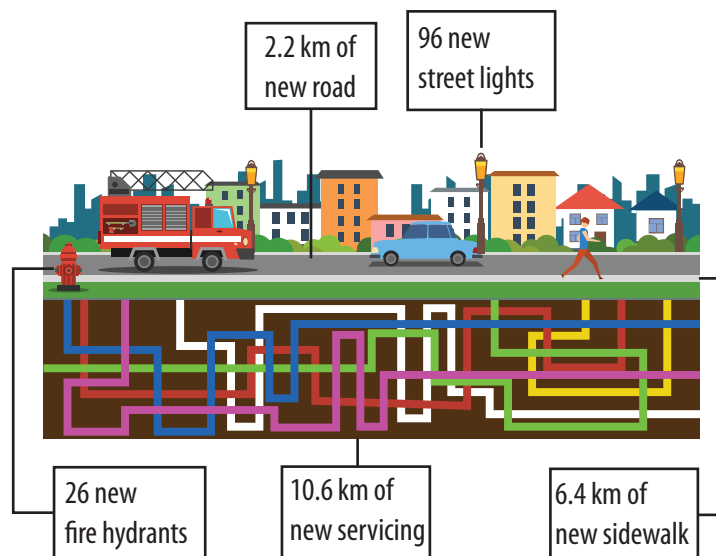




Development Approvals

LEVEL OF SERVICE

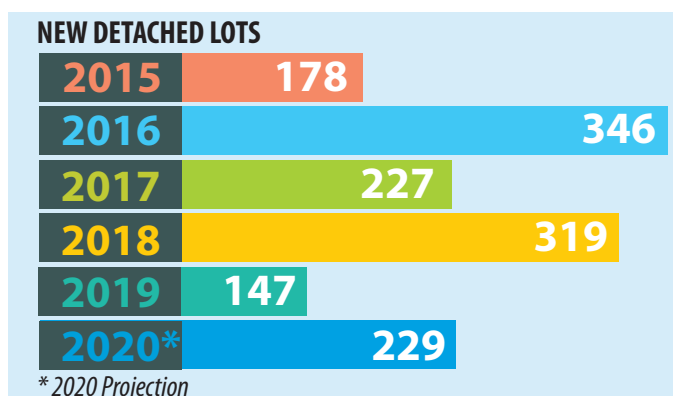
2019 SUMMARY OF NEW ASSETS FROM DEVELOPMENT



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



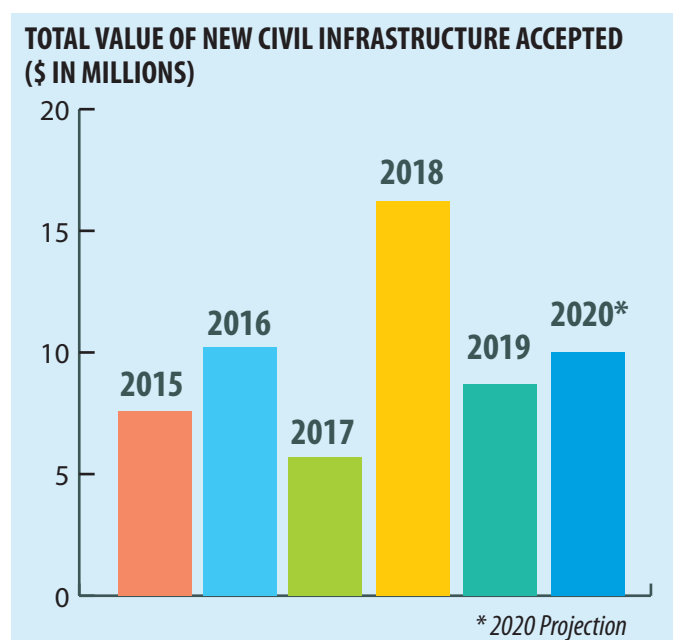
Subdivision

- 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.

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 implement environmental and climate action initiatives

Committees: Environment Committee



LEVEL OF SERVICE, cont'd

Building Inspections

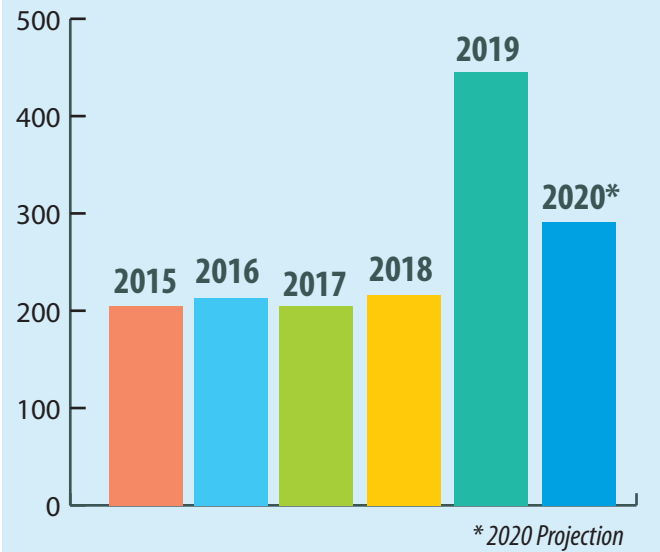
- Enforce the BC Building Code and the Building Bylaw
- Process applications for building permits
- Perform building permit-related inspections
- Conduct complaint-driven building violation inspections
- Conduct over 12,000 inspections each year

ALL DWELLING UNITS

2015	939
2016	1,023
2017	858
2018	947
2019	1,877
2020*	1,000

* 2020 Projection

TOTAL CONSTRUCTION VALUE (\$ IN MILLIONS)



2020 ACHIEVEMENTS

- **Development Activity:** Despite the COVID-19 pandemic declaration in March, development activity in Nanaimo remains strong. Significant Official Community Plan amendment applications, including Sandstone and Green Thumb, are under review in 2020. By September 2020, development permits were reviewed and approved for 390 multi-family residential units, with approximately 71% proposed as purpose-built rental units. Building permits were issued for over \$225 M in total construction value achieved by October 31, 2020. This includes building permits for 720 new residential units, with 1,000 units projected by the end of 2020.
- **Building Permit Function Review:** In keeping with the City's commitment to service excellence and continuous improvement, a Building Permit Function Review has been initiated to ensure that the City's building permitted processes remain efficient and effective. The review will build on improvements identified through the Development Process Review Committee, the Core Services Review, and more recent process and technology improvements implemented following the COVID-19 pandemic declaration."

- **COVID-19 Pandemic Response:** Although work had been started prior to COVID-19 to map processes and plan for a move to building permit digital submission and review, the need to maintain service levels during the pandemic accelerated the project. A solution for online building permit applications, as well as improved workflow and tracking systems, was rapidly developed and implemented with strong support from IT. The Engineering & Environment Section has also shifted to an electronic drawing submission, review, referral and exchange system. A number of day-to-day business practices and statutorily required procedures were also adapted to maintain business continuity, meet the requirements of Ministerial Orders and ensure staff well-being. These include: Adapted public hearing, DAP and BOV formats to provide online committee member participation and public access; Digital application submissions and payment by credit card; Virtual meetings and work from home technical solutions to reduce contact and support business resiliency.
- **General Zoning Bylaw Amendments:** A number of housekeeping amendments to the Zoning Bylaw and new Home Based Business regulations to support a vibrant local economy were completed and implemented.



Development Approvals

2020 ACHIEVEMENTS, cont'd

- **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 1,700 trees on private land since it began in 2017. To improve service delivery and efficiency, Engineering & Environmental and Information Technology staff developed an app to allow for on-line tree voucher purchase and redemption. This improvement has had the added benefit of promoting contactless service during the COVID-19 pandemic.
- **Climate Resiliency Strategy:** In June 2020 Council adopted the Climate Change Resiliency Strategy (CCRS) to prepare for the impacts of climate change. The CCRS complements the City's Emergency Response and Recovery Plan and focuses on land use, infrastructure, environmental, and health impacts of climate change within Nanaimo. The CCRS includes a vulnerability and risk assessment for the City and identifies concrete actions the City can take to protect people, property and infrastructure from climate change impacts.
- **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 is anticipated to be presented to stakeholders in September of this year and subsequently to Council in Fall 2020.
- **BC Energy Step Code Implementation:** Staff drafted a Step Code rezoning policy and presented to the City's Environment Committee. This is anticipated to be presented to a stakeholder group in September, 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 is anticipated to be presented to Council for endorsement in Fall 2020.

2021 OPPORTUNITIES

- **Staffing:** The City of Nanaimo is currently experiencing a development boom, with 2020 being a strong year for construction value and volume despite the COVID-19 pandemic. 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 is essential moving forward.
- **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.
- **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 to finalize a policy to provide guidance on the building permit revision process for both Building Inspection staff and the coordinating professionals.



KEY INITIATIVES FOR 2021

Development Approvals

QUARTERS

1-4

ENGINEERING & ENVIRONMENT

- Ecological Diversity / Restoration Projects: In conjunction with staff from other departments and community groups the City continue with school outreach and tree planting as part of the Chase River Riparian Restoration Project, collaborate to complete a restoration plan for the Catstream and Robyns Parks wetland, and assess the feasibility of establishing a series of Chum Salmon spawning beds within the Millstone River Estuary.

QUARTER

1

ENGINEERING & ENVIRONMENT

- Stormwater Management Study at Howard Avenue / Seventh Street: As part of a Business Case approved as part of the 2020 Budget the Engineering & Environment along with Infrastructure Planning will be retaining a consultant to assist the City with the planning of a potential Stormwater Management facility in City parkland at the intersection of Howard Avenue and Seventh Street to help manage future stormwater demand that considers climate change projections which requires offsite retention for future higher density developments in the Harewood Neighbourhood. It is anticipated that a consultant will be retained in Q4 of 2020 with the project commencing in 2021.

QUARTER

2

ENGINEERING & ENVIRONMENT

- Natural Asset Inventory: Work with E&PW to complete a TOR for a city wide natural asset inventory and to review external funding opportunities.

CURRENT PLANNING

- Public Hearing Procedures Update: Update City's Public Hearing Policy 8-3360-01 in conjunction with an update to the Council Procedures Bylaw to clarify deadlines and reflect changes in process and best practices for handling public submissions.
- 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.

QUARTER

3

ENGINEERING & ENVIRONMENT

- 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, allows for improved administration of the bylaw and address gaps in the bylaw to ensure the bylaw allows for improved management and protection of trees within the City.

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.

QUARTER

4

CURRENT PLANNING

- General Zoning Bylaw Amendments: Further Zoning Bylaw amendments are scheduled to be brought forward in 2021 in order to ensure the bylaw is clear, remains current and aligned with Council's Strategic Plan and the Official Community Plan.

Development Approvals

PROPOSED OPERATING BUDGET

	2020	2021	2022	2023	2024	2025
Revenues	Approved Budget	Draft Budget	Draft Budget	Draft Budget	Draft Budget	Draft Budget
Building Inspections	\$ 1,965,000	\$ 1,965,000	\$ 1,984,650	\$ 2,004,497	\$ 2,024,542	\$ 2,044,787
Current Planning	101,700	98,700	99,687	100,684	101,691	102,707
Dev Engineering & Environment	96,000	96,000	96,960	97,930	98,910	99,897
Subdivision	76,000	66,000	66,660	67,327	68,000	68,680
Annual Operating Revenues	\$ 2,238,700	\$ 2,225,700	\$ 2,247,957	\$ 2,270,438	\$ 2,293,143	\$ 2,316,071
Expenditures						
Building Inspections	\$ 1,827,714	\$ 1,881,135	\$ 1,918,740	\$ 1,957,107	\$ 1,996,228	\$ 2,036,373
Current Planning	884,826	888,573	915,510	933,809	952,472	971,769
Dev Engineering & Environment	1,401,734	1,419,950	1,451,712	1,480,743	1,510,351	1,540,560
Subdivision	459,457	456,367	467,328	476,675	486,207	495,933
Annual Operating Expenditures	\$ 4,573,731	\$ 4,646,025	\$ 4,753,290	\$ 4,848,334	\$ 4,945,258	\$ 5,044,635
Net Annual Operating Expenditures	\$ 2,335,031	\$ 2,420,325	\$ 2,505,333	\$ 2,577,896	\$ 2,652,115	\$ 2,728,564
Staffing (FTEs) - Budgeted	37.0	37.0	37.0	37.0	37.0	37.0

PROPOSED OPERATING BUDGET

	2020	2021	2022	2023	2024	2025
Expenditure Summary	Approved Budget	Draft Budget	Draft Budget	Draft Budget	Draft Budget	Draft Budget
Wages & Benefits	\$ 3,983,627	\$ 4,072,016	\$ 4,153,456	\$ 4,236,526	\$ 4,321,253	\$ 4,407,679
Services & Supply Contracts	278,400	255,133	260,238	265,436	270,746	276,161
Materials & Supplies	170,920	156,785	174,304	177,788	181,343	184,973
Utilities	22,400	25,141	25,644	26,157	26,680	27,213
Internal Charges & Other	118,384	136,950	139,648	142,427	145,236	148,609
Annual Operating Expenditures	\$ 4,573,731	\$ 4,646,025	\$ 4,753,290	\$ 4,848,334	\$ 4,945,258	\$ 5,044,635

