

Staff Report to Council

Planning & Development

FILE: 01-0620-03/21

REPORT DATE: November 03, 2021 **MEETING DATE:** November 29, 2021
TO: Mayor and Council
FROM: Anne Berry, Director of Planning & Development
SUBJECT: **2022 Business Plan - Planning & Development**

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

- A. Receive for information the Planning & Development 2022 Draft Business Plan and Staff Report as presented at the November 29, 2021 meeting of Council; OR
- B. Other.

PURPOSE

To present the 2022 Draft Business Plan for Planning & Development.

☒ Information Report ☐ Decision Report ☐ Direction Report

DISCUSSION

DEPARTMENT OVERVIEW

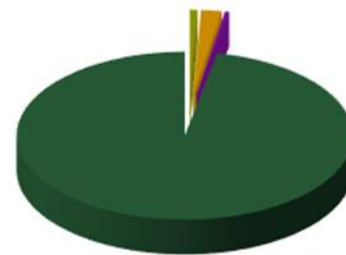
The Planning and Development Department provides a range of services relating to land development directed by the Official Community Plan (OCP) and Council's Strategic Plan. The department strives to build a sustainable community, connects people through public spaces, develops neighbourhoods that foster our small-town character and achieves a sense of connection. It also works to protect the environment by integrating environmental protection into planning to ensure the City is compliant with regulations and is considered a municipal

leader. The department provides community and development planning, building permits and inspections, bylaw enforcement and community outreach, business licensing and inspections, dog licenses and control, environmental planning and protection, cross-connection control, committee and advisory board technical support, planning and development administration and information services.

Operating Budget: \$828,100

Capital Budget: \$35,000

Department's Share of City Budget



- Bylaw Enforcement 0.7%
- Community Development 2.0%
- Environmental Stewardship 0.4%
- Remaining City Budget 96.9%

Staff Complement



Forecasted position adjustments

In 2021, the Department hired two time-durated bylaw enforcement officers to help patrol parks and dikes, and provide additional bylaw support during the busy months. This followed on the reallocation of parks and recreation staff the previous year to support COVID-19 enforcement, where the City saw significant increase in park, trail and dike usage as a result of lock-downs and facility closures across the mainland. This trend has continued and the volume of users of the City's outdoor recreation amenities has not decreased. Further, bylaws calls for service increased dramatically in 2020 with the onset of COVID-19. This volume of calls remained consistent in 2021. Staff's assessment is that as more residents are likely working from home they are more in-tune to potential bylaw infractions and other activities in their vicinity, resulting in more calls for service. It is anticipated that an increased level of enforcement services for the late spring/summer/early fall months will continue to be needed. To date, these time-durated positions have been funded using temporary funding sources such as the COVID-19 Relief Grant funds however, a permanent funding source will be needed should these increased service level demands, in fact, continue post-pandemic. Staff will continue to review capacity requirements to evaluate the need for additional permanent positions in this division.

Within the CAO's authority, position adjustments will be funded from additional revenue, taxation growth (assessment from new construction) and/or the reallocation of existing resources to meet emerging needs provided it can be accomplished without a tax impact. Position adjustments with the potential for a tax increase will be provided for Council consideration as Decision Packages and will be excluded from this section.

Deferred Projects

As a result of priorities that emerged throughout the year the following 2021 business plan initiatives were deferred:

- **TREE PROTECTION BYLAW.** While research has begun on this project, a decision package has been submitted for the development of an Urban Forestry Strategy to support and inform next steps including possibly a tree protection bylaw.
- **NORTH LOUGHEED AREA PLAN IMPLEMENTATION.** Ongoing work and further engagement with stakeholders and rights holders is continuing in advance of the public hearing for the OCP amending bylaws for the North Loughheed Area Plan.
- **ZONING BYLAW REVIEW.** Following the adoption of the OCP this project will commence. It has been added to the 2022 key initiatives.

2021 Achievements (Top 3)

- **ESTABLISHMENT OF NEW ECONOMIC DEVELOPMENT ADVISORY COMMITTEE** Establishment of an Economic Development Advisory Committee, and appointment of committee members, to assist with facilitating efforts between businesses and community

stakeholders to improve the well-being of the local economy, enhance competitiveness, and increase sustainable growth. Strategic Priority: Balanced Economic Prosperity – Business Vitality.

- **METRO VANCOUVER AFFORDABLE HOUSING PROJECT** In December 2020 Metro Vancouver announced to Council that the City of Pitt Meadows was selected as one of three priority projects for an affordable housing development, in conjunction with an integrated childcare facility within the building. Through 2021 project team members have worked to establish project parameters and in 2022 staff will present zoning and OCP amendments for Council consideration. Principled Governance – Community Voice.
- **MEMORANDUMS OF UNDERSTANDING WITH AIRPORT SOCIETY.** City and Airport staff worked to develop two separate memorandums of understanding, one for permitted uses and one related to bylaw enforcement procedures for residential uses, to establish agreed processes regarding aviation related uses at the Airport, and to clearly define City and Airport roles so as to enable a collaborative enforcement approach moving forward. Principled Governance – Community Voice.

Key Challenges for 2022

- **INCREASING DEMAND FOR SERVICES, AND PUBLIC CONCERNS/INQUIRIES** Customer service is a priority for the City. There are challenges associated with providing services to an increasing population with increasing citizen expectations regarding the delivery of services. Supporting the public is a significant function of our work that is not documented in the work program but requires considerable staff time allocation, particularly in areas of growing community concern, such as bylaw enforcement, neighbourhood development and industrial development.
- **QUALIFIED BUILDING OFFICIALS**
Municipalities throughout the Province are experiencing a shortage of Building Officials. Due to new provincial requirements which set province-wide training and qualification requirements for building officials based on competency criteria, building officials with these skill levels are in high demand. The department has found it challenging to recruit for the Building Official 1 position, which has been vacant for most of 2021. Filling this key position is critical to ensuring service levels are being met.
- **LAND AVAILABILITY & APPLICATION COMPLEXITY.** There is limited land for growth and development in Pitt Meadows. The remaining land available for development or re-development is interspersed within existing built up lands. Growth brings with it

increasing challenges to neighbourhood character, drainage considerations and agricultural impacts, among others.

- **URBAN/RURAL CONFLICT.** As a result of affordability challenges in the Metro Vancouver area, the City is experiencing more development pressures and increased bylaw enforcement issues due to business and housing diversification on agricultural lands. Typically these matters are complex and require significant time and resources to bring them to resolution and into compliance.

Key Initiatives 2022

Strategic Priority	Initiative
Principled Governance – Community Voice	LAND USE CONTRACT REVIEW. Land Use Contracts are set to expire in 2024. Staff will undertake a review of the underlying zoning to ensure it aligns with the active land uses currently taking place in the land use contract areas of the City.
Principled Governance – Community Voice	AGRICULTURAL LAND COMMISSION REGULATIONS UPDATE. On December 31 st , 2021 new regulations affecting residential use come into effect in the Agricultural Land Reserve. Staff will review these regulations and prepare zoning updates for Council consideration as necessary.
Balanced Economic Prosperity- Business Vitality	HOME OCCUPATION REVIEW. Complete a review of the home occupation regulations and permitted uses and prepare recommendations for bylaw amendments. As the zoning bylaw review is not anticipated until 2023, staff would like to undertake this work in advance of the larger zoning bylaw review.
Principled Governance – Community Voice	REVIEW OF OCP GUIDELINES. Following the adoption of the new Official Community Plan, staff will conduct a review of the OCP guidelines to ensure they are functioning as intended and remain relevant to the plan.
Community Spirit and Wellbeing – Housing Diversity	HOUSING NEEDS ASSESSMENT OCP UPDATE. Following the completion of the Housing Needs Assessment conducted in 2021, the Official Community Plan must be updated to reflect the results of the assessment.
Corporate Excellence – Accountability	DEVELOPMENT PERMIT DELEGATION BYLAW REVIEW. Following the adoption of the OCP staff will undertake a review of the City's Development Permit Delegation Bylaw and prepare updates as necessary.

Strategic Priority	Initiative
Corporate Excellence – Accountability	FEE BYLAW REVIEW. Following the adoption of the OCP staff will conduct a review of the development application fee bylaw to ensure the fees are current and appropriate.
Community Spirit and Wellbeing – Health and Safety	BUILDING BYLAW UPDATE. An update to the Building bylaw is necessary to assess current building permit fees, to update regulations regarding retaining walls and demolition orders, and to include provisions for the collection of security deposits.
Balanced Economic Prosperity- Business Vitality	ECONOMIC DEVELOPMENT STRATEGY REVIEW & UPDATE. The City's Economic Development Strategy has not been reviewed or updated for several years. A review is needed in order to ensure the strategy remains current to the needs of the community. The newly formed Economic Development Advisory Committee will play a key role in this process.
Community Spirit and Wellbeing – Natural Environment	URBAN FOREST STRATEGY. Develop a long-term strategic plan that guides the community on how to protect and manage trees on public and private property.
Community Spirit and Wellbeing – Health and Safety	SAFE STREETS BYLAW. Prepare a bylaw to enhance public safety and help prevent public nuisance in the community.
Principled Governance – Community Voice	ZONING BYLAW REVIEW. It is recommended that following the adoption of the new OCP, a comprehensive review of the zoning bylaw be undertaken. This bylaw was adopted in 2011 and, with the implementation of a new OCP, should be reviewed for alignment with the OCP and for needed updates to outdated regulations and best practices. It is expected that this project will commence later in 2022 and will span 2023.
Corporate Excellence – Accountability	IMPLEMENT IMPROVEMENTS IDENTIFIED IN THE BYLAW SERVICES REVIEW As part of the department's continuous improvement processes, staff conducted a review of bylaw enforcement practices for alignment with the Office of the Ombudsperson's Bylaw Enforcement: Best Practices Guide for Local Governments. While generally consistent with the recommendations in the Guide, staff have identified some areas for improvement and will work to implement changes where feasible.

PROPOSED OPERATING BUDGET

	2021 Adopted Budget	2022 Proposed Budget	Proposed Changes for 2022		2023 Proposed Budget	2024 Proposed Budget	2025 Proposed Budget	2026 Proposed Budget
Revenue								
Bylaw Enforcement	\$ (329,700)	\$ (326,300)	\$ 3,400	1.0%	\$ (320,600)	\$ (312,500)	\$ (313,000)	\$ (316,200)
Planning & Development	(272,000)	(294,100)	(22,100)	-8.1%	(294,600)	(297,300)	(291,200)	(282,200)
Environmental Stewardship	(1,000)	(1,000)	-	0.0%	(1,000)	(1,000)	(1,000)	(1,000)
	(602,700)	(621,400)	(18,700)	-3.1%	(616,200)	(610,800)	(605,200)	(599,400)
Expenses								
Bylaw Enforcement	509,600	517,500	7,900	1.6%	540,600	561,200	577,700	588,100
Planning & Development	805,300	822,300	17,000	2.1%	838,100	854,700	871,000	887,700
Environmental Stewardship	108,500	109,700	1,200	1.1%	110,900	112,300	113,500	114,800
	1,423,400	1,449,500	26,100	1.8%	1,489,600	1,528,200	1,562,200	1,590,600
Net Operating Expenses	\$ 820,700	\$ 828,100	\$ 7,400	0.9%	\$ 873,400	\$ 917,400	\$ 957,000	\$ 991,200
Key Budget Changes for 2022:								
Revenues								
Licenses, Fines, Fees			(24,500)					
Building and Development Permits			288,900					
Tfr to Development Revenue Stabilization Reserve			(283,900)					
Expenses								
Salary and Benefits			33,400					
Other			(6,500)					
Change in Net Operating Expenses			\$ 7,400					

PROPOSED CAPITAL BUDGET

Division	Project	2022	2023	2024	2025	2026	Total
DV551 - PLANNING AND DEVELOPMENT							
	220045 - URBAN FORESTRY STRATEGY	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
DV551 - PLANNING AND DEVELOPMENT Total		\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Division	Project	2022	2023	2024	2025	2026	Total
DV552 - ENVIRONMENTAL STEWARDSHIP							
	170019 - ENVIRONMENTAL CONSULTANTS #17-ES-002	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	\$ 30,000
	170037 - COMMUNITY CARBON OFFSET PROJ #17-ES-004	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	\$ 30,000
DV552 - ENVIRONMENTAL STEWARDSHIP Total		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 60,000

DECISION PACKAGE(S)

See Attachment A.

PUBLIC PARTICIPATION

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No

This report does not require referral to Katzie First Nation, however ongoing collaboration with Katzie First Nation will allow the City to obtain valuable feedback on many initiatives.

SIGN-OFFS

Written by:

Anne Berry,
Director Planning & Development

Reviewed by:

Mark Roberts,
Chief Administrative Officer

ATTACHMENT(S):

- A. Decision Package: Urban Forestry Strategy

DECISION PACKAGE: Urban Forestry Strategy

Department/Division	Planning and Development	
Submitted by	Anne Berry, Director of Planning and Development	
Estimated Capital Cost	One time: \$20,000	Ongoing: \$

Recommendation

THAT Council:

- A. Endorse spending up to \$20,000 to hire a consultant to develop an Urban Forestry Strategy for the City; OR
- B. Other.

Executive Summary

An Urban Forestry Strategy is a long-term strategic plan that guides a community on how to protect and manage trees on public and private property.

Background/Discussion

The urban forest includes all trees within the City. Along with an overall increased resilience to climate change and their intrinsic value, there are numerous social, environmental and economic benefits to trees and urban forest canopy that are important to preserve for future generations.

The City's urban forest is declining and what remains faces challenges to staying healthy, from proximity to development and traffic, poor soils, lack of space for roots, and increasing impacts from climate change such as hotter summer temperatures, prolonged drought and more intense storms.

Based on a recent study by Metro Vancouver and preliminary investigation by staff, the City currently has about 15-20% tree canopy cover within the urban containment boundary (excluding farmland), which is considerably below regional averages.

Currently, the City has no bylaws in place to protect trees on private property. Municipal trees are dealt with ad-hoc, with no clear vision or policy direction for the future.

An urban forestry strategy can be used to:

- Evaluate existing tree canopy cover and establish goals for future canopy coverage;

- Identify regulatory tools (bylaws, policies, etc.) to address the health, distribution and preservation of trees in the City;
- Identify areas for potential expansion of urban tree canopy coverage (e.g. parks);
- Update and/or create boulevard and City tree policies to manage public trees on City-owned land.

One of the objectives of Council's Strategic Plan is:

- **Natural Environment.** Promote the conservation and enhancement of our natural environment for the benefit of current and future generations.

An urban forestry strategy will help to achieve this objective. It also aligns with goals contained in the City's Official Community Plan for protection of the natural environment and climate change resilience and adaptation.

An urban forestry strategy will help the City make informed decisions about how best to protect and enhance one of its natural assets, trees, which have historically been under protected.

Financial Implications

	<u>One Time</u>		<u>Ongoing</u>	
Costs	Capital	Operational	Capital	Operational
(e.g. consultant fees)	\$20,000	\$	\$	\$
Total Costs:	\$20,000	\$	\$	\$

Alternatives

Consideration of a tree protection bylaw for trees on private property. This will likely require a new staff position to manage and administer.