

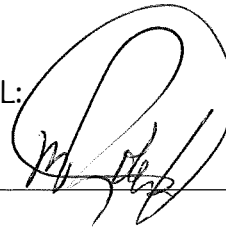
Staff Report to Council

Planning & Development

FILE: 01-0645-20/20

REPORT DATE: November 09, 2020 MEETING DATE: November 24, 2020
TO: Mayor and Council
FROM: Anne Berry, Director of Planning & Development
SUBJECT: 2021 Business Plan - Planning & Development

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S): THAT Council:

- A. Receive for information the Planning and Development 2021 Draft Business Plan and Staff Report as presented at the November 24, 2020 meeting of Council; OR
- B. Other.

DEPARTMENT OVERVIEW

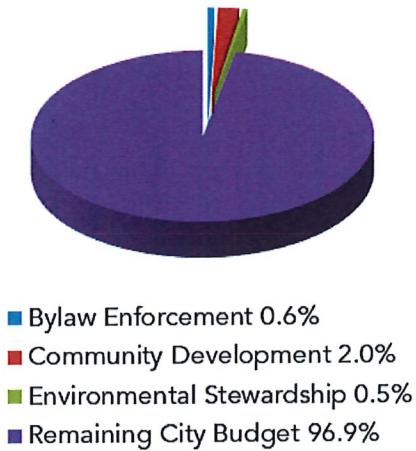
The Planning and Development Department provides a range of services relating to land development directed by the Official Community Plan (OCP) and Council's Strategic Plan. The department strives to build a sustainable community, connects people through public spaces, develops neighbourhoods that foster 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.

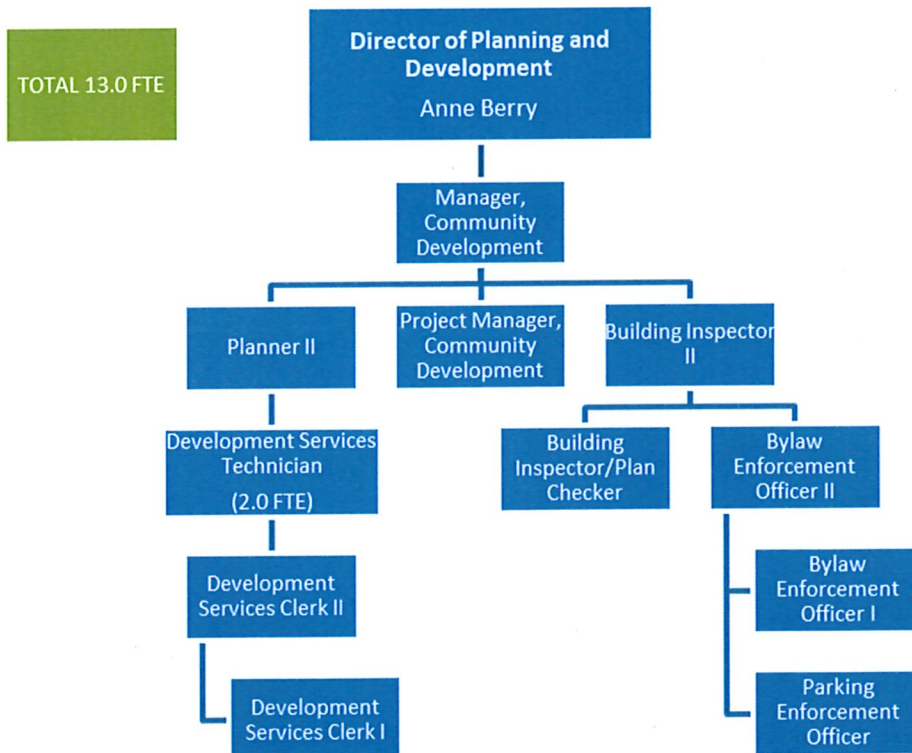
Operating Budget: \$758,000

Capital Budget: \$28,000

% Share of overall City Budget:



Staff Complement



Deferred Projects

Due to new project and competing priorities, these 2020 business plan initiatives were deferred:

- **HOME OCCUPATION REVIEW.** Deferred due to priority changes. It is expected to form part of the Zoning Bylaw Review key initiative to follow OCP adoption and implementation.
- **BYLAW REVIEW.** Deferred due to prioritization of other projects not identified in the 2020 business plan. However, several bylaws received updates in 2020, and staff continue to update and address necessary bylaw updates when identified.
- **MOBILE FOOD TRUCKS.** While this was not identified in the 2020 business plan, it was a departmental goal in 2020. With the onset of COVID-19 and the impacts on local business, staff could not begin this work. It is essential the consequences of COVID – 19 be considered as part of assessing a mobile food truck program in the City. Staff would appreciate understanding Council's continued interest in this project.

2020 Achievements (Top 3)

- **COVID-19 ADAPTATIONS.** Response and development of an enforcement approach in support of Public Health Orders and community concerns. This response included the redeployment of Parks and Recreation staff and to support increased demand for bylaw enforcement during COVID-19 restrictions. Building inspection staff developed and implemented a virtual inspection program to provide business continuity to builders in the community. Ensuring the health and safety of staff and the public remained a top priority. Strategic Priority: Corporate Excellence – Responsive.
- **CITY OF PITT MEADOWS DRAFT OFFICIAL COMMUNITY PLAN.** Further to community input and engagement over two years, the draft OCP bylaw was presented to Council in July and received First Reading. Following a Council workshop in October, staff will revise the document taking into consideration Council's feedback. This information will be added to the draft before bringing the document back for Second Reading. Strategic Priority: Principled Governance – Community Voice
- **NORTH LOUGHEED AREA PLAN OFFICIAL COMMUNITY PLAN AMENDMENT.** Following Council endorsement of the proposed land use plan for the North Lougheed Study Area, staff presented Council with an OCP bylaw amendment. This amendment included the area plan and associated policies. The bylaw received First and Second Readings in September and direction to proceed to a Public Hearing. Strategic Priority: Principled Governance/Balanced Economic Prosperity/Community Spirit and Wellbeing/Transportation and Infrastructure Initiatives

Key Challenges for 2021

- **LAND AVAILABILITY AND 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. The draft OCP seeks to find the desired balance between community growth and maintaining the community character.
- **LEGISLATIVE CHANGES, PROVINCIAL DOWNLOADS, EXPANDING REGIONAL MANDATES.** Changes in legislation, new mandates, and a reduction of service by other government levels require municipalities to do more or change the way services are delivered while trying to minimize the tax burden and workload. In addition to managing Provincial Health Order implications, the City is currently addressing the new Housing Needs Assessment regulations in the *Local Government Act*, the recent changes to the *Agricultural Land Commission Act* and Regulations, and working on updating requirements for the *Building Act* (Step Code and Building Official certification levels).
- **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 and increased 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. Some of the areas of growing community concern bylaw enforcement, neighbourhood development, and industrial development.

Key Initiatives 2021

Strategic Priority	Initiative	Target Completion
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.	Q2
Principled Governance – Housing Diversity	HOUSING NEEDS ASSESSMENT. Completion of a housing needs assessment is mandatory under provincial government legislation. The information obtained is required to inform the OCP. An update to the OCP will be necessary after the completion of the needs assessment.	Q2

Community Spirit and Wellbeing – Natural Environment	TREE PROTECTION BYLAW. Develop a bylaw that protects trees on private property.	Q1
Community Spirit and Wellbeing – Natural Environment	ENVIRONMENTAL INVENTORY AND MANAGEMENT STRATEGY IMPLEMENTATION PLAN. After completing the Environmental Inventory and Management Strategy, develop a plan that prioritizes actions for implementation.	Q1
Community Spirit and Wellbeing – Pride & Spirit Balanced Economic Prosperity – Business Vitality	SPECIAL EVENTS BYLAW. Develop a bylaw to regulate and provide consistency for special events being hosted throughout the community.	Q2
Community Spirit and Wellbeing – Health and Safety	FIREARMS BYLAW UPDATE. The Firearms Bylaw is currently silent on bowhunting. An amendment to address bow hunting regulations is recommended.	Q4
Principled Governance – Fiscal Stewardship and Accountability Transportation and Infrastructure Initiatives - Investments	NORTH LOUGHEED AREA PLAN IMPLEMENTATION. Following Metro Vancouver submission and approval of the RGS amendment and adoption of the North Lougheed Area Plan, integrate the NLAP into the new OCP once adopted. Ongoing work with external agencies and Katzie First Nation land rights holders will continue as the lands are developed following the various approving authorities' terms and conditions.	Q3
Community Spirit and Wellbeing – Housing Diversity	SECONDARY SUITES SERVICE BYLAW REVIEW AND UPDATE. The Secondary Suites Service Bylaw has not been reviewed since its implementation. A review and update of the bylaw is recommended to ensure it remains current.	Q3
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 updates to outdated regulations and best practices. It is expected that this project will start in Q4 and span 2022.	Q4

Community Spirit and Wellbeing – Health and Safety	BYLAW ENFORCEMENT POLICY REVIEW. An assessment of the merits of the current bylaw enforcement policy and the City’s existing approach to bylaw enforcement.	Q1
Community Spirit and Wellbeing – Pride & Spirit Balanced Economic Prosperity – Business Vitality	MOBILE FOOD TRUCKS. Mobile food trucks are becoming more mainstream and are frequently considered a welcomed form of foodservice. Currently, they are only permitted as part of Pitt Meadows Day and cannot operate in the municipality outside of this special event. A review of the requirements to permit mobile food trucks and associated community impacts is recommended.	Q2

1. PROPOSED OPERATING BUDGET

	2020 Adopted Budget	2021 Proposed Budget	Proposed Changes for 2021		2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget	2025 Proposed Budget
Revenue								
Bylaw Enforcement	\$ (334,100)	\$ (329,700)	\$ 4,400	1.3%	\$ (331,300)	\$ (345,700)	\$ (279,500)	\$ (264,500)
Planning & Development	(274,300)	(272,000)	2,300	0.8%	(261,600)	(239,300)	(297,800)	(304,800)
Environmental Stewardship	(1,000)	(1,000)	-	0.0%	(1,000)	(1,000)	(1,000)	(1,000)
	(609,400)	(602,700)	6,700	1.1%	(593,900)	(586,000)	(578,300)	(570,300)
Expenses								
Bylaw Enforcement	484,800	479,600	(5,200)	-1.1%	486,900	494,700	498,700	498,700
Planning & Development	759,700	766,300	6,600	0.9%	766,300	766,500	766,500	766,500
Environmental Stewardship	121,300	115,600	(5,700)	-4.7%	115,600	115,600	115,600	115,600
	1,365,800	1,361,500	(4,300)	-0.3%	1,368,800	1,376,800	1,380,800	1,380,800
Net Operating Expenses	\$ 756,400	\$ 758,800	\$ 2,400	0.3%	\$ 774,900	\$ 790,800	\$ 802,500	\$ 810,500
Key Budget Changes for 2021:								
Revenues								
Licenses, Fines, Fees								
Building and Development Permits			83,300					
Tfr to Development Revenue Stabilization Reserve			(76,600)					
Expenses								
Salary and Benefits			5,500					
Equipment and Fleet Operations and Maintenance			(5,500)					
Environmental Contracted Services			(4,100)					
Other			(200)					
Change in Net Operating Expenses			\$ 2,400					

The net effect on the taxation of decreasing development revenues offset by development revenue stabilization reserve transfers is \$6,700.

2. PROPOSED CAPITAL BUDGET

Division	Project	2021	2022	2023	2024	2025	Total
DV551 - PLANNING AND DEVELOPMENT							
	200009 - 2ND BIKE AND BIKE RACK #20-DE-006	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
	200024 - HOUSING NEEDS REPORT #20-DE-003	10,000	-	-	-	-	10,000
DV551 - PLANNING AND DEVELOPMENT Total		\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ 13,000
DV552 - ENVIRONMENTAL STEWARDSHIP							
	170019 - ENVIRONMENTAL CONSULTANTS #17-ES-002	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 37,500
	170037 - COMMUNITY CARBON OFFSET PROJ #17-ES-004	7,500	7,500	7,500	7,500	7,500	37,500
DV552 - ENVIRONMENTAL STEWARDSHIP Total		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000

3. DECISION PACKAGE(S)

None.

PUBLIC PARTICIPATION

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

KATZIE FIRST NATION CONSIDERATIONS

Referral ☒ Yes ☐ No

Ongoing collaboration with Katzie First Nation will allow the City to obtain valuable feedback on many initiatives.

SIGN-OFFS

Written by:

Anne Berry,
Director of Planning & Development

Reviewed by:

Mark Roberts,
CAO

ATTACHMENT(S):

None.