



**parkland**  
county

# Planning & Development Services – overview

September 6, 2016



Plan

Land

Building

Long-range  
planning

Current  
planning

Develop-  
ment

Building

Dev't  
Engineer'g

# Core Services

## Planning & Development Core Services

Department  
management

Long-term and  
growth planning

Land Preparation

Development  
Compliance

Engineering  
Compliance

Building  
Compliance

Business planning

Intermunicipal  
planning

Outline plans

Land Use Bylaw

Development site  
servicing

Issue building and  
mech'l permits

Team  
Development

Statutory plans

Subdivision  
approval

Issue development  
permits

Land development  
construction

Conduct  
inspections

Process  
Management

Growth & policy  
development

Condo conversion  
approval

Issue Compliance  
certificate

Safety Codes  
Administration

Communications  
& Engagement

Acquire reserve  
lands

Land Use Bylaw  
Enforcement

Parcel addressing  
and street naming

31.5 FTEs  
(34 staff)

4,300 permits &  
applications annually

15,000 reception  
inquiries annually

39 projects in 2016

\$1.7 million annual  
revenue

# PDS Work Unit overview

Core Service Activities & Projects

# Long-range Planning

3 FTEs

## Projects

1. *Growth Strategy*
2. *Municipal Development Plan update*
3. *Wabamun Sub-Watershed Land Use Plan*
4. *Highvale Future Land Use ASP*
5. *Future of Agriculture Study*
6. *Naming Policy & Procedure update*
7. *Acheson Area Structure Plan implementation strategy*
8. *Boundary Interface (initial work for 2017)*

*Council priority*



## Core Service activities

Parklandia  
program

80  
intermunicipal  
referrals

# Current Planning

4 FTEs

## Core Service activities

70  
subdivisions

10 Stat plan  
applications

10 Dev't  
Agreements

Annual Off-site  
Levy update

4 MGB/SDAB  
appeals



## Projects

1. Acheson Addressing update
2. Rural Addressing update
3. Outline Plan policy & procedures update (2017)
4. Entwistle LUB update ✓
5. Subdivision Entrance features policy & procedures (2017)

# Development Planning

5 FTEs

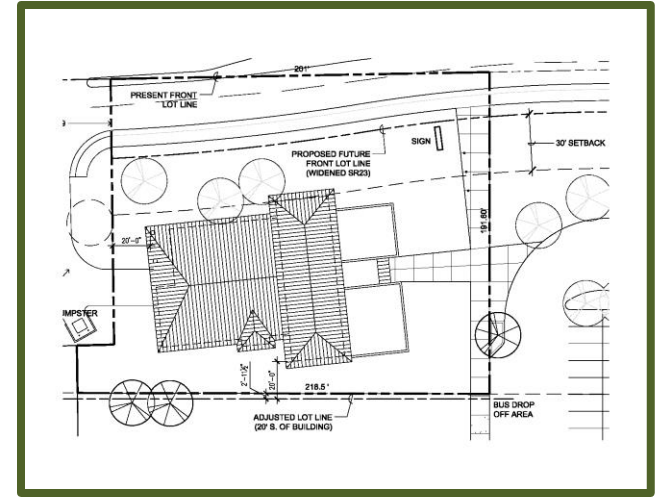
## Core Service activities

790 Development  
permits

15  
Complaints

7 SDAB appeals

345 Compliance  
letters



## Projects

1. Gravel redistricting ✓
2. Gravel LUB amendments
3. Rural cottage industries LUB
4. Bareland Recreation area info package ✓
5. Compliance policy & procedures update
6. LUB refresh (initial work for 2017)
7. Business License bylaw repeal ✓
8. Landfill Business Regulation bylaw ✓
9. Accessory Building Securities LUB
10. Shooting range LUB amendments

# Development Engineering

4 FTEs

## Core Service activities

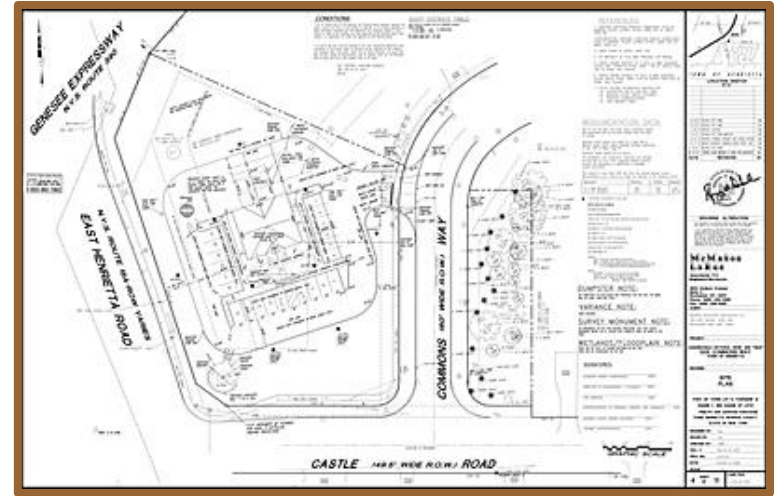
5 Approach  
applications

22 variance  
requests

10 FAC/CCC's  
issued

110 Engineering  
review referrals

350 field inspections



## Projects

1. Approaches Securities Review
2. As-built drawing GIS database
3. CCC/FAC – GIS information database
4. Letter of Credit policy update (2017)
5. Legacy Projects
6. Legend Estates redistricting



# Safety Codes

13.5 FTEs

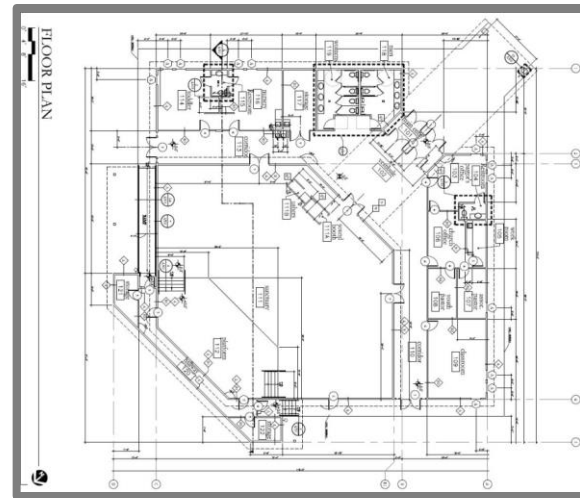
## Core Service activities

660 building  
permits

4,000+  
inspections

\$174 million  
building permit  
value

2,300 mechanical  
permits



## Projects

1. *Safety Codes Agency* ✓
2. *Safety Codes QMPs* ✓
3. *Safety Codes Administrative Directive* ✓
4. *File closure backlog* ✓

# Department Management

3 FTEs

## Core Service activities

Business Planning  
& budgeting

Team  
development

Communication  
& Engagement

Process  
Management



## Projects

1. *Strategic Workplan* ✓
2. *Economic Diversification partnership/collaboration*
3. *Process Improvement Review*
4. *Approval to Operate certificate program* ✓
5. *Website update*
6. *Key performance indicator development*

# Council Strategic Plan alignment

Tip of the iceberg

# Strategy 1: Agriculture

1. *Future of Ag Study*
2. *Agriculture policies*

1. *Highvale ASP*
2. *Subdivisions*
3. *Development and building permits*
4. *Rural Addressing*
5. *Rural Cottage Industries LUB amendment*
6. *Property approaches*
7. *MDP update*
8. *...*

# Strategy 2: Economic Diversification

## *1. Acheson ASP Action Plan*

- 1. Plans, policies, permits, inspections . . .*
- 2. Rural cottage industries LUB*
- 3. Landfill business bylaw*
- 4. LUB refresh*
- 5. Addressing*
- 6. Outline Plan process*
- 7. Bareland recreation information package*
- 8. CED collaboration*
- 9. . . .*

# Strategy 3: Healthy Communities

1. *Growth Strategy & MDP*
2. *Housing options policy*

1. *Subdivision – MR/ER acquisition*
2. *Plans, development permits, building permits, inspections*
3. *Land Construction development – infrastructure*
4. *Land Use Bylaw refresh*
5. *Parklandia program*
6. *...*

# Strategy 4: Regional Strategy

## 1. *Boundary Interface*

1. *Intermunicipal referrals*
2. *Safety Codes agency*
3. *Capital Region Board and REF program*
4. *Regional Development Forum participation*
5. *Business License bylaw repeal*
6. *...*

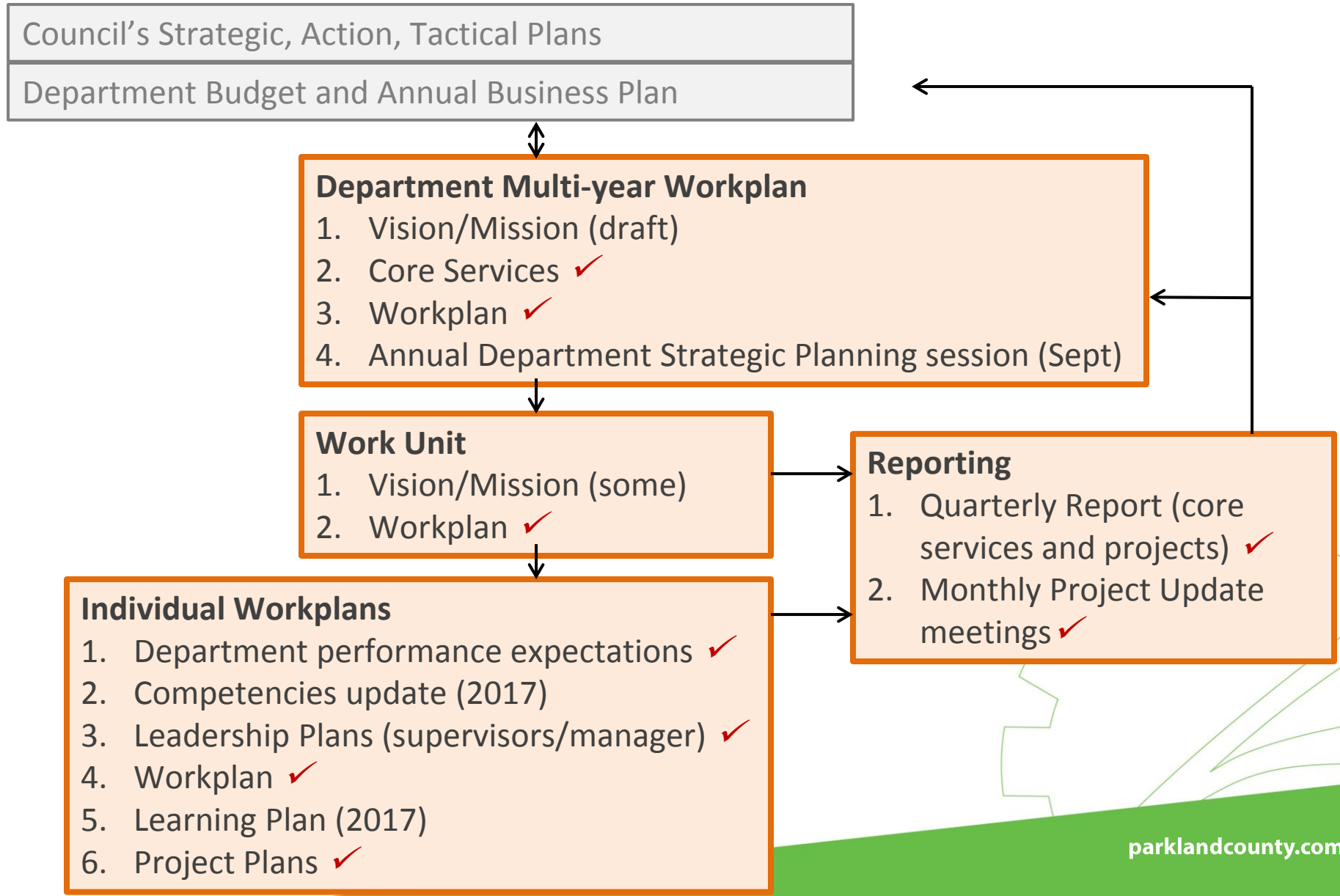
# Strategy 5: Environment

1. ...

1. *Plans*
2. *Subdivision – MR/ER acquisition*
3. *MR land swap DA – Acheson*
4. *SWMF development and landscaping*
5. *Highvale End Land Use ASP*
6. *Wabamun Lake Land Use Plan*
7. *Private Sewage permits and inspections*
8. *Hubbles Lake RV park LOO*
9. ...



# Strategic Workplan - PDS



# Process management improvements

# Process Review

## Phase 1 – Process and service level identification (2016)

- Identify current processes and procedures
- Identify current service levels
- Small-scale improvements

## Phase 2 – Process mapping and refinement (2017)

- Map processes
- Review for integration and efficiency improvements
- Refine service levels
- Update procedures

## Phase 3 – Integrated Electronic workflow system (2017-18)

- Needs assessment for electronic workflow system
- Request for Proposal for system
- Piloting and phased implementation

# Processes

- Policy/plan preparation
- Intermunicipal referrals
- Stat plan/LUB approval/amendment
- Outline Plan approval/amendment
- Subdivision conditional approval
- Subdivision endorsement
- Plan cancellation or consolidation
- Development agreement preparation
- Engineering/utility compliance (CCC,FAC)
- Off-site levy review
- Condominium conversion application
- Street naming
- Civic addressing
- Municipal reserve disposition
- Development permit approval
- Compliance certificate
- Encroachment agreement
- Land Use Complaint
- SDAB appeal
- MPC decision
- MGB appeal
- Building permit approval
- Plumbing permit approval
- Electrical permit approval
- Private sewage permit approval
- Gas permit approval
- Safety Codes inspection
- Safety Codes PSDC complaint
- Property approach approval
- As-built drawing request
- Street lighting energization request
- Engineering standards variance request

# Continuous improvement highlights

- Inspection report forms
- Project management system
- Roadside permits
- Management review and approvals
- Council Action Requests
- Application package updates – most processes
- Action Plans template for any report/plan
- Undirected collaboration

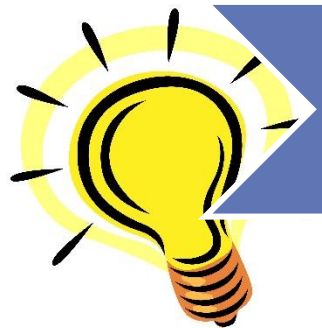
# Highlights continued

- Bareland recreation condo brochure
- Developed and updated templates eg. Stop orders, SDAB reports
- Stamping subdivision and DP plans
- Outline Plans – no more pre-reviews, regular meetings, include CED
- Development permit decision-making
- Public hearing and Council report timelines
- Identifying current service levels for permit processing

# Summary

# Planning & Development Services

- Facilitate land use, development and building, balancing landowner and County interests
- Ensure safe, appropriate development of buildings and infrastructure
- Process, process, process
- Continuous improvement



Plan

Land

Building





# Questions?