

2018 Business Plan: Planning and Development Services

1. WHO ARE WE: DEPARTMENT OVERVIEW

- **Long-term and Growth Planning** – Establishing statutory and policy plans as a framework for growth and development in the County.
- **Land Preparation (Current) Planning** – Ensuring land is prepared for development in accordance with provincial legislation (eg. Statutory Plans, redistricting, subdivisions, development agreements.)
- **Development Compliance** – Ensuring development is in compliance with the regulations of the Land Use Bylaw, to balance property rights and the community interest.
- **Engineering Compliance** – Ensuring all infrastructure built and installed by developers complies with the County's strategic engineering documents and engineering standards.
- **Building Compliance** – Ensuring all buildings are constructed to meet or exceed provincial codes and are safe for occupancy.

2. RECENT ACHIEVEMENTS

2.1 Completed Plans, Studies, and Projects

- Planning and Development Services has completed a number of major projects, plans, and studies over the past year, including:
 - Wabamun Subwatershed Land Use Plan completed in late 2016
 - Municipal Development Plan (MDP) approval in October 2017
 - Future of Agriculture Study completed in Q1 2017
 - Highlands Outline Plan completed in Q1 2017
- Completion of a number of outstanding legacy projects in the Current Planning and Development Engineering business units (addressing assignment and verification, outstanding subdivision and development agreement challenges).

2.2 Safety Codes Agency

- The Safety Codes Agency signed contracts with four new municipalities and two new fee-for-service contracts.

2.3 Process Improvements

- Initiation of Planning and Development Process Improvements
 - This project was initially designed to be a process identification exercise; however, the scope was changed to include process improvement
 - This will assist in better understanding processes, identifying efficiencies, and implementing process improvements

2.4 Land Use Bylaw

- Three amendments to the Land Use Bylaw to facilitate cottage industries, agricultural industry and regional business development.
- Land Use Bylaw refresh, phases 1 and 2 anticipated approval on September 26, 2017.

3. OPPORTUNITIES AND CHALLENGES

3.1 Process Improvements

- The scope of this exercise has changed to include both process mapping and process improvement, essential to a final outcome of an integrated electronic workflow system for Planning and Development Services.
- While this exercise is going to require significant time and resources, it will result in more efficient and effective processes, positively impacting internal processes and customer relations.

3.2 Changes to the Municipal Government Act (MGA)

- Changes to the MGA will require Parkland County to develop Inter-municipal Collaboration Framework and Inter-municipal Development Plans.
 - These will require significant time and resources, and will require collaboration with our neighbours
- Other impacts from these changes will also need to be reviewed, considered and incorporated into regular operations.

3.3 Economic and Business Development

- The organization has experienced a significant shift, with a focus on economic diversification, specifically investors and major industry.
- This includes an expectation of a hands-on approach to planning, development, and permitting processes that has resulted in impacts on core service provision. Current efforts are being explored in conjunction with Economic Diversification and Engineering to begin to address these challenges.

3.4 Staff Capacity and Resources

- Parkland County is currently looking for operational efficiencies and adjustments to ensure economic realities are addressed, as such, staff capacity and the availability of resources may be affected.

4. LINKS TO PLANS AND STUDIES

4.1 Municipal Development Plan (MDP)

- Planning and Development has been responsible for completing the MDP.
- Many policy, process, and by-law changes from the MDP will be implemented by Planning and Development.
- The MDP provides high-level framework for various Master Plans, including the Parks, Recreation and Culture Master Plan.

4.2 Integrated Community Sustainability Plan (ICSP)

- Much of the engagement related to the MDP was done in collaboration with work for the ICSP.
- This is a complementary plan to MDP.

4.3 Future of Agriculture and Wabamun Lake Studies

- Direction from these studies, in particular for Planning and Development Services, has been captured in the MDP.

4.4 Area Structure Plans (ASPs)

- ASPs outline detailed policies for growth and future land use designations of specific areas of Parkland County.
- Planning and Development is responsible for the maintenance and updating of current plans and the development of future plans

4.5 Engineering Master Plans and Standards

- The municipality's Transportation and Utility Master Plans, and the County's Engineering standards are essential guiding documents to facilitate consistent and transparent planning and development decisions.

5. KEY PERFORMANCE INDICATORS

- Total number of Building Permits Issued
- Construction building permit value

6. PROGRAMS AND SERVICES

Long-Term Planning and Growth

- Manage inter-municipal planning relationships (referrals)
- Develop & maintain Statutory Plans (internal)
- Develop & manage growth, planning and development policy
- Conduct annual Parklandia Educational program with local schools

Land Preparation (Current Planning)

- Process Statutory & Non-Statutory Plan & Redistricting applications (external)
- Approve subdivisions
- Approve condo conversions
- Acquire reserve lands
- Assign addresses
- Manage off-site levy program

Development Compliance & Land Preparation (Current Planning)

- Development - Develop and amend Land Use Bylaw (internal)
- Current Planning – process external applications for LUB amendments/redistrictings

Development Compliance

- Issue Development Permits
- Issue Compliance Certificates
- Enforce Land Use Bylaw

Engineering Compliance

- Issue construction completion certificates and final approval certificates
- Development permit and subdivision engineering reviews
- Conduct site inspections
- Approve approach applications

Building Compliance

- Issue building and mechanical permits
- Conduct safety codes inspections
- Manage and operate Safety Codes Agency
- Enforcement for all disciplines
- Safety Codes File Management and Reviews

7. CHANGES TO PROGRAMS AND SERVICES

- **Safety Codes**
 - Possibility for growth of agency; however, this is dependent on partnership agreements
- **Land Use Enforcement**
 - Land Use Bylaw enforcement responsibility focused with one Development Planner
- **Long-term Planning project approach**
 - Using in-house expertise and reducing reliance on consultants
- **Clear separation of Long-range and Current Planning business units**
 - To date, three Planner FTE's and one contracted planner provided support for both current and long-range planning business units. Positions and associated roles and responsibilities will be clearly separated and aligned to the two business units

8. KEY AREAS OF FOCUS, PROJECTS AND INITIATIVES FOR 2018

	Title	Summary	Target Start Date and Completion Date (i.e. Sept 2018-Sept 2019)
1	Hamlet Area Redevelopment Plan Process, Training, and Entwistle Plan	Completion of a Hamlet Reinvestment Strategy (HRS) is identified in the Long-Term Strategic Plan and is being completed in 2017. This will allow for a coordinated approach by the County for effective investment in hamlets and the identification of appropriate service levels.	January 2018
2	Intermunicipal Development Plans (IDPs)	Adoption of the new Municipal Government Act will require Parkland County to complete and adopt ten new IDPs with adjacent municipalities (non-members of the Capital Region Board (CRB)) within a five-year period.	January 2018
3	Land Use Bylaw (LUB) Refresh Phase 3	Building on the first two phases that addressed the functionality and clarity of the LUB, a series of focused topic improvement initiatives will be made to the LUB. For 2018, the primary topics will include hamlets and resources extraction	January 2018
4	Municipal Development Plan implementation	Implement key initiatives identified in the new Municipal Development Plan	January 2018
5	Wabamun Sub-watershed Land Use Plan implementation	Prioritize and implement key actions from the Wabamun Sub-watershed Land Use Plan	April 2018