

**DATE:** January 17, 2018**FILE:** 1700-02/2019/500-503**TO:** Chair and Directors  
Electoral Areas Services Committee**FROM:** Russell Dyson  
Chief Administrative OfficerSupported by Russell Dyson  
Chief Administrative Officer**R. Dyson****RE: 2019 - 2023 Financial Plan – Planning Service – Function 500 - 503****Purpose**

To provide the Electoral Areas Services Committee with the proposed 2019 - 2023 Financial Plan and work plan highlights for the Planning service, functions 500 – 503 (planning, geographic information systems, bylaw enforcement, and policy planning).

**Recommendation from the Chief Administrative Officer:**

THAT the proposed 2019 - 2023 financial plan for the Planning service, functions 500 – 503, be approved.

**Executive Summary**

- An increase of \$202,374 (11 per cent) is proposed for the 2019 tax requisition.
- Based on a tax rate of \$0.3041 per \$1,000 of assessed value in 2019 for a dwelling assessed at \$400,000, the cost of the Planning service is \$121.64.
- No personnel changes are proposed within the service although costs are increased to account for the contractual obligations under the collective agreement and employee benefit costs.
- An additional \$89,000 is proposed for operating expenses across the service for 2019. This represents an increase from 2018 levels of 15 per cent and is proposed for public outreach, communication initiatives, software site licences and professional fees.
- Capital expenditure in 2019 of \$8,000 for a GIS service plus a \$30,000 capital expenditure proposed in 2020 for fleet vehicle replacement.

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## **Policy Analysis**

### Planning (500) and Planning Policy (503)

The planning functions are authorized under Part 14 of the *Local Government Act* (RSBC, 2015, c. 1) (LGA) and supplementary letters patent Nos. 4, 9, 17, and 6. The purpose of these functions is to provide planning and land use management within the electoral areas. Participants within the functions are: defined area Baynes Sound – excluding Denman/Hornby Islands (Electoral Area A), Lazo North (Electoral Area B), and Puntledge - Black Creek (Electoral Area C). Costs are apportioned to the service participants through assessed value.

In accordance with Part 14 of the LGA, Bylaw No. 328 being the “Comox Valley Regional District Planning Procedures and Fees Bylaw No. 328, 2014” for the planning function (500), enables the Comox Valley Regional District (CVRD) to levy application fees.

### Geographic Information Systems (501)

In addition to providing geographic mapping supports to the Part 14 planning activities, the regional district may also provide Geographic Information Systems (GIS) services to outside agencies on a fee for service basis. Pursuant to Section 397 of the LGA, the CVRD may establish fees and charges for GIS provided to agencies outside the regional district. CVRD Bylaw No. 2565, being the “Geographic Information Systems Fees and Charges Bylaw, 2003”, provides the GIS fees and charges.

### Bylaw Enforcement (502)


Section 413 of the LGA enables a regional district to enforce bylaws. Section 16(1) to (5) of the *Community Charter* provides the authority to enter on or into property for the purposes of enforcing bylaws including, but not restricted to, planning bylaws under Part 14 of the LGA. This authority is delegated to the CVRD under the *Community Charter* and LGA. The CVRD bylaw enforcement policy states that the board may delegate officers or their delegates to enforce CVRD bylaws or to administer the enforcement of CVRD zoning bylaws.

## **Financial Plan Overview**

Each year, the CVRD prepares an updated five year financial plan that represents the operation of each service from one budget year to the next. The estimated tax rate for 2019 is \$0.3041 per \$1,000 per assessed value. In respect to the Planning service’s requisition, for a dwelling assessed at \$400,000, this equals \$121.64 for 2019.

Table 1 summarizes the 2019 proposed budget as compared to the 2018 adopted budget. Significant variances from the 2018 adopted budget will be discussed in the financial plan highlights section below.

Table 1: Financial Plan Highlights

			
<b>#500 Planning</b>			
<b>Operating</b>	<b>2018 Budget</b>	<b>2019 Proposed Budget</b>	<b>Increase (Decrease)</b>
<b>Revenue</b>			
Grants In Lieu	4,400	4,400	-
Senior Government Grants	2,945	2,028	(917)
Requisition	1,747,626	1,950,000	202,374
Sale Services Local Govt	25,500	22,000	(3,500)
Sale Services User Fees	350	350	-
Applications/Permit Fees	46,600	49,100	2,500
Other Revenue/Recoveries	17,617	17,632	15
Prior Years Surplus	261,167	258,581	(2,586)
	<b>\$ 2,106,205</b>	<b>\$ 2,304,091</b>	<b>197,886</b>
<b>Expenditures</b>			
<b>500 General Planning</b>			
Personnel Costs	740,622	794,450	53,828
Operating	262,416	324,958	62,542
Contribution to Reserve	49,950	105,910	55,960
	<b>\$ 1,052,988</b>	<b>\$ 1,225,318</b>	<b>172,330</b>
<b>501 GIS</b>			
Personnel Costs	340,656	350,142	9,486
Operating	151,408	162,826	11,418
Contribution to Reserve	15,000	15,000	-
	<b>\$ 507,064</b>	<b>\$ 527,968</b>	<b>20,904</b>
<b>502 Bylaw Enforcement</b>			
Personnel Costs	132,100	143,625	11,525
Operating	79,490	88,594	9,104
	<b>\$ 211,590</b>	<b>\$ 232,219</b>	<b>20,629</b>
<b>503 Planning Policy</b>			
Personnel Costs	244,779	222,867	(21,912)
Operating	89,784	95,719	5,935
	<b>\$ 334,563</b>	<b>\$ 318,586</b>	<b>(15,977)</b>
<b>Total Expenditures</b>	<b>\$ 2,106,205</b>	<b>\$ 2,304,091</b>	<b>197,886</b>
<b>Capital</b>			
<b>Funding Sources</b>			
Transfer from Reserve	50,000	8,000	(42,000)
	<b>\$ 50,000</b>	<b>\$ 8,000</b>	<b>\$ (42,000)</b>
<b>Funding Applied</b>			
Capital Projects & Equip	50,000	8,000	(42,000)
	<b>\$ 50,000</b>	<b>\$ 8,000</b>	<b>\$ (42,000)</b>

The 2019 - 2023 proposed five-year financial plan for the Planning service, including the requisition summary and the operating and capital budget, is available within the full proposed budget binder, provided in both searchable PDF and e-reader formats, located on the CVRD financial plan web page at [www.comoxvalleyrd.ca/currentbudget](http://www.comoxvalleyrd.ca/currentbudget).

Highlights of the 2019 - 2023 proposed financial plan for Planning services, functions 500-503 include:

#### *Revenue Sources*

- The overall planning service (functions 500 – 503) derives the majority (85 per cent in 2019) of funding from tax requisition. The 2019 proposed budget includes an increase in the tax requisition of \$202,374 to \$1,950,000, an increase of approximately 11 per cent over 2018.
- In 2019, recoveries from other functions (i.e. GIS services and admin fees) are budgeted the same as in 2018.
- Prior years' surplus is estimated to be \$2,586 less than in 2018. This figure will be updated once the 2018 year end is finalized.

Other revenue sources that contribute to the overall funding of the Planning service include:

#### Planning (500)

In 2018, Planning services' development application fees and permits accounted for three per cent of the revenue in the overall service; consistent with previous years where revenue has been between two to four per cent. Application fees are not a significant component of the service's revenue source, consistently ranging between two and three per cent per year. Function 500's work is primarily focused on development applications.

Pursuant to the LGA, a local government can establish planning application fees based on the estimated average costs of processing a given application type. A general principle has been to keep fees low and to create as few barriers as possible to development while still, for example, adhering to the principles of precaution and protecting the natural environment. This means that fees generally do not recover full costs in terms of staff time on individual applications.

#### Geographic Information Systems (GIS) (501)

The GIS budget is funded by direct taxation as part of the overall planning budget. Funding for work done for other functions through GIS work requests, revenue from contracts for services with other local governments and direct GIS and map sales to the general public is detailed in Table 2.

**Table 2: GIS Revenues**

<b>2019 Budgeted GIS Revenues from Sale of Service</b>	
Sale of services to other CVRD functions	\$15,000
Sale of services to other local governments	\$22,000
Sale of services to general public	\$250
<b>Total GIS revenue to offset operating budget</b>	<b>\$37,250</b>

#### *Personnel*

#### Planning (500 and 503)

- No personnel changes are proposed in either function 500 or 503 within the 2019 - 2023 financial plan.

- A personnel cost increase of \$31,916 between the two functions in 2019 is primarily attributed to increases payable through the collective agreement and changes to employee benefits including the new provincial Employer Health Tax.
- Current personnel levels are deemed sufficient to undertake the 2019 work plan which includes completion of the Zoning Bylaw review, completion of the Saratoga Settlement Node Local Area Plan and update of the development permit area guidelines. Proposed for initiation in 2019 is public outreach related to the Coastal Resiliency initiative (baseline assessment work undertaken in 2017/2018), beginning with a Greenshores for Professionals training session in February 2019.
- Adequate staffing is in place to respond the anticipated number of development applications.

#### GIS (501)

- Personnel costs for GIS are budgeted to increase by \$9,486 from 2018 and relate to salary changes arising through the collective agreement, changes to employee benefits, including the new provincial Employer Health Tax.
- The GIS department is managed by the Senior Manager of Information Systems and GIS and 30 per cent of the position time is assigned to the department.
- The GIS department has three full time staff positions - two Senior GIS Analysts and one GIS Analyst. The two Senior Analyst positions are responsible for the major GIS projects and overseeing the day to day GIS work. One Senior GIS Analyst is responsible for internal GIS projects, analysis and work for the planning and GIS department. The other Senior GIS Analyst position is responsible for all other CVRD departments and local government GIS projects, analysis and work including the management of the iMap GIS web sites. The GIS Analyst position is responsible for the day to day updates to the cadastral information, house numbering assignment and maintenance and updates to the water, sewer, environmental and hazard data. This position assists both Senior GIS Analysts on the development and updating of data and map production.
- The GIS department is presently operating at capacity with the inclusion of the contract service work with the Village of Cumberland, qathet Regional District and Mount Waddington Regional District.

#### Bylaw Enforcement (502)

- The personnel costs for bylaw compliance are budgeted to increase by \$11,525. This is related to salary changes arising through the collective agreement and changes to employee benefits including the new provincial Employer Health Tax.
- Costs include an allocation of time and expenses for the Manager of Bylaw Compliance as well as two full-time Bylaw Compliance Officers. One of the Bylaw Compliance Officer positions is dedicated in part to administer the illegal dumping program, which is a function of the Comox Strathcona Waste Management service.
- This staffing level is appropriate and provides for a consistent staffing allocation as in 2018.
- Bylaw compliance budgets include personnel costs currently allocated to services based on an estimate of time spent. The bylaw compliance department's wages are also funded from the unsightly, noise, animal control and fireworks regulations services.

#### *Operations*

#### Planning (500)

- The most significant variances within the Planning service budget in 2018 were related to the comprehensive Zoning Bylaw communication and public outreach efforts. As such, the 2019 proposed budget for these items has been increased by \$10,000 to adequately address the public outreach objectives pertaining to the Zoning Bylaw review project.

- An additional \$25,000 for public relations is proposed in the 2019 budget to undertake public outreach for key projects. The amount is broken down as follows: comprehensive Zoning Bylaw review (\$10,000); vacation rental review/education (\$5,000); proposed cannabis regulation amendment, development updates/other (\$10,000). These funds have been allocated to address requests for increased public consultation and outreach for these key projects.

#### GIS (501)

- The operating budget for GIS for 2019 is proposed to increase by \$11,418 over 2018.
- The largest expense of the GIS department, other than staffing is the GIS software site licenses and minor capital costs required to remain current in GIS technology.
- The GIS software license is negotiated in three year terms and was renegotiated and signed in May 2018 and will be reviewed and renewed in 2021.

#### Bylaw Enforcement (502)

- The operating budget for bylaw enforcement for 2019 is proposed to increase by \$9,104, related to increases in insurance costs and other professional fees.

#### Planning Policy (503)

The 2019 operating budget for Planning Policy has been increased \$5,000 over 2018 to include professional fees of \$5,000 for regional housing needs assessment reporting. Grant funding will be sought to undertake this work which is a requirement of the Provincial government expected to be enacted through regulation in January 2019. Staff will report back on the results of these grant applications as well as the related project scope of work.

A grant application has been made to the National Disaster Mitigation Program (NDMP) and, if successful, the grant will be used to engage a consultant to map coastal flood risk and potentially update Bylaw No. 2082, being the “Floodplain Management Bylaw, 2005”.

#### Geographic Information Systems (501)

##### *Capital*

The only capital expense proposed for 2019 is \$8,000 for the addition of a new virtual host server to allow for replication of the GIS servers for redundancy and data protection.

##### *Reserves*

There are three reserve funds in the Planning service (functions 500 - 503) with estimated balances as at December 31, 2018 as follows:

1. Future expenditure reserve - \$229,648
2. Capital works reserve - \$59,000
3. GIS future expenditure reserve - \$38,312

#### **Citizen/Public Relations**

The estimated tax rate for 2019 is \$0.3041 per \$1,000 assessed value. In respect to the planning service's requisition, for a dwelling assessed at \$400,000, this equals \$121.64 for 2019.

#### Planning (500) and Planning Policy (503)

The work plan items identified in the 2019 - 2023 financial plan will include public consultation in accordance with the requirements of the LGA. Through project/application-specific reports, planning services will develop consultation strategies with assistance from communications staff and report to the board on the process, timing and method of citizen consultation. Statutory consultation costs related to site-specific development proposals are either included in planning application fees or billed separately to the development proponent. Consultation costs arising from

CVRD-initiated projects and bylaw amendments (e.g. Zoning Bylaw review, development permit area guideline update) are borne by the CVRD and primarily pertain to the cost of staff time. Advertising expenses are included in the 2019-2023 financial plan.