

Report

Date	March 19, 2014	File:	
To	Council		
From	Brian Green, Manager of Planning & Sustainability	Endorsed:	
Subject	Planning & Sustainability Division – 2013 Annual Performance Report		

Purpose

The purpose of this report is to provide Council with the 2013 Annual Performance Report for Development Applications.

Background

On November 20, 2013 Council received a Planning Update Report and directed the Development Services Department to prepare an Annual Performance Report (Planning and Building Divisions) for Council commencing in 2014. Council also approved performance targets for the determination of development applications. While this report included statistics for 2012 and 2013, the statistics have been revised to take into the account the full year of 2013 and updated the 2012 statistics.

The *Annual Performance Report* would be presented to Council in January/February of the subsequent year to demonstrate annual performance in relation to numbers of applications received and showing the average processing time compared to the performance targets approved by Council for the various different types of applications. It was also determined that the *Annual Performance Report* would also provide performance targets and performance reporting for the Building Division as well, therefore producing comprehensive performance targets and reporting for the entire Development Services Department.

Discussion

The following tables provide a summary of the number of development applications processed in 2011, 2012 and the 2013 statistics and the average processing times for the various types of applications, as well as now comparing the 2013 statistics with the performance targets which were approved by Council in November.

Planning Division Performance Targets

In order to ensure that the trend of reduced processing times is maintained, staff have implemented a consistent target-based performance system which will ensure approval times can be met, acknowledging that there will always be situations where more time is needed to review unique or unusual applications, or where additional time is required on the part of the applicant to submit additional information.

The internal performance targets are as follows:

- 80% of Development Permits will be determined within 6 weeks (42 days)
- 80% of Rezoning Applications will be determined within 6 months (186)
- 80% of Development Permits with Variances will be determined within 12 weeks (84 days)
- 80% of Development Variance Permits will be determined within 12 weeks (84 days)

- 80% of Subdivision PLA applications will be determined within 12 weeks (84 days)
- 80% of Subdivision Final applications will be determined with 2 weeks (14 days)

Table 1 - Number of Development Applications approved 2011-2013

Table 1 shows the number of applications submitted by year. The table also shows that the number of applications has remained relatively constant over the last three years.

Application Type	2011	2012	2013	Average
Development Permit	21	24	22	22
Development Variance Permit	8	4	7	6
Subdivision	38	22	22	27
Rezoning (includes ZB text amendments)	11	6	11	9
OCP Amendment	2	1	0	1
Agricultural Land Reserve	2	5	3	3
Temporary Trailer Permit	2	5	7	5
Temporary Use Permit	0	1	0	1

Table 2 - Average Processing Times in Days for all Development Applications

Application Type	2011 Average Processing Times (Days) for all applications	2012 Average Processing Times (Days) for all applications	2013 Average Processing Times (Days) for all applications
Development Permit	346	136	36
Development Variance Permit	190	119	58
Subdivision	366	267 (2 outstanding applications as of 14 Jan, 2014)	76
Rezoning (includes ZB amendments).	346	341 (3 outstanding application as of 14, Jan 2014)	97
OCP Amendment	351	98	N/A
Agricultural Land Reserve	281	140	27
Temporary Trailer Permit	451	125	16
Temporary Use Permit	N/A	214	N/A

Table 2 shows the total average processing times in days for all types of applications for each given year, and clearly shows an improvement in processing times for all types of applications in 2013.

Table 3 - 2013 Actual Performance – Compared to Council Approved Performance Target

Development Application Type	2013 Council Performance Target	2013 Actual Performance
Development Permit	80% of Development Permits will be determined within 6 weeks (42 days)	80% of all DP's approved within 26 days.
Development Variance Permit	80% of Development Variance Permits will be determined within 12 weeks (84 days)	80% of all DVP's approved within 48 days.
Subdivision - PLA	80% of Subdivision PLA applications will be determined within 12 weeks (84 days)	80% of all Subdivision PLA applications approved within 76 days.
Rezoning (includes ZB amendments).	80% of Rezoning Applications will be determined within 6 months (186)	80% of all Rezoning applications approved within 82 days.
Subdivision - Final	80% of Subdivision Final applications will be determined with 2 weeks (14 days)	No information for 2013. This will be monitored in 2014.
OCP Amendment	80% of Rezoning Applications will be determined within 6 months (186 days)	No OCP amendment applications received in 2013.
Agricultural Land Reserve	No targets set.	
Temporary Trailer Permit	No targets set	
Temporary Use Permit	No targets Set	

Table 3 shows that in 2013 development applications were approved in accordance with Council's approved performance targets for all types of applications.

Implications

Staff believe that significant improvements have been made (and will continue to be implemented) in support of improving the development approvals process over the past 24 months, and particularly in 2013 both in terms of processing times as well as clarity/certainty related to application expectations and requirements.

These improvements contribute both to continued positive implementation of the OCP as well as better positioning ourselves to respond to and support private sector economic and land development initiatives in our Municipality.

Recommendation

That Council receive this report for information.