

Urban Planning and Development 2022-2023 Business Plan and Budget

ISSUE

City Council approval is required in order to set the Operating and Capital Business Plan and Budget for 2022 and 2023. The figures in this report are stated as 2022 and 2023 respectively, unless otherwise noted.

RECOMMENDATION

1. That the Urban Planning and Development Business Line Operating Budget for 2022, totalling \$17,912,100 in expenditures and \$10,346,000 in revenues be approved, subject to adjustments under the Business Plan Options section of the agenda;
2. That the Urban Planning and Development Business Line Operating Plan for 2023, totalling \$18,608,100 in expenditures and \$10,575,300 in revenues be approved, subject to adjustments under the Business Plan Options section of the agenda;
3. That the 2022 Capital Budget totalling \$2,150,000 be approved, subject to adjustments under the Business Plan Options section of the agenda;
4. That the 2023 Capital Plan totalling \$1,050,000 be approved, subject to adjustments under the Business Plan Options section of the agenda;
5. That the proposed Building Standards program fees for 2022 and 2023, as outlined in Appendix 1 and included in the 2022-2023 Preliminary Business Plan and Budget, be approved;
6. That the City Solicitor be instructed to draft the appropriate amendments to Bylaw No. 9455, Building Bylaw, 2017;
7. That the City Solicitor be requested to prepare amendments to Bylaw No. 9525, The Cannabis Business License Bylaw, 2018, as outlined in Appendix 2;
8. That the proposed 2022-2023 fees for Development Applications, as outlined in Appendix 3 and included in the 2022-2023 Preliminary Business Plan and Budget, be approved; and
9. That the City Solicitor be instructed to draft the appropriate amendments to Bylaw No. 9724, The Development Applications Fee Bylaw, 2020.

BACKGROUND

The 2022-2023 Preliminary Business Plan and Budget (Preliminary Budget) was released on November 24, 2021.

DISCUSSION/ANALYSIS

The Preliminary Budget includes a total of \$17,912,100 and \$18,608,100 in expenditures for the Urban Planning and Development Business Line. Increases of \$3,388,600 (23.3%) and \$696,000 (3.9%) are projected, mainly due to:

- An increase of \$1,871,700 in expenditures in 2022, followed by a \$191,300 increase in 2023, within the Building and Plumbing Permits and Standards Service Line. In 2022, expenditure increases are due to the increased systems and support costs and licensing for the new automated permitting system, inflationary staff compensation based on collective agreements and restoring Building Permit and Plumbing permit expenditures to the 2020 level, reversing the temporary reduction put in place in 2021, due to COVID-19. These changes result in fluctuations in the forecasted transfer to and from the Stabilization Reserve as this is a self-balancing service line;
- An increase of \$200,200 in 2022, within the Business Improvement District Service Line is the result of the revised parking revenue distribution formula;
- An increase of \$248,200 in 2022, within the Development Review Service Line, largely due to increase staffing levels, systems support and licensing costs; and
- An increase of \$507,500 in 2022, within the Planning Project Services Service Line, largely due to increase staffing levels and transitioning staffing from capital projects to operating. The majority of these increases are offset by a reduction in the transfer to the Reserve for Capital Expenditure in the Corporate Governance and Finance business line.

This business line also includes an increase in non-tax revenues of \$2,262,200 and \$229,300. In 2022, \$1,011,000 is due to restoring Building Permit revenue budget to the 2020 level, reversing the temporary reduction put in place in 2021. The remaining changes in revenue are largely related to proposed rate increases to residential and commercial building permits as well as development review permits.

The projected property tax support provided to this business line is \$7,566,100 and \$8,032,800, which is an increase of \$1,126,400 (17.5%), and an increase of \$466,700 (6.2%). The increase in property tax support is due to net impact of the increases in expenditures and revenues as previously outlined in this report.

Urban Planning and Development Business Line Capital Budget

The Transportation Business Line includes \$2,150,000 and \$1,050,000 in funded capital projects, most notably:

- \$3,100,000 investment in the Business Improvement Districts streetscaping projects through the Urban Design Service Line.

Fee, Rate, Bylaw and Policy Changes

Additional information on recommended changes are provided in Appendices 1 to 3.

FINANCIAL IMPLICATIONS

The financial implications are included in this report.

OTHER IMPLICATIONS

There are no privacy, legal, social, or environmental implications identified.

NEXT STEPS

Upon approval of the Preliminary Budget, the Administration will finalize the Approved Business Plan and Budget to be released in 2022.

APPENDICES

1. Building Standards Proposed Program Fee Changes – 2022-2023
2. Business License Application Fee Structure
3. Development Application Fees

REPORT APPROVAL

Written by: Jeff Knittig, Financial Analyst
Reviewed by: Kari Smith, Director of Finance
Approved by: Clae Hack, Chief Financial Officer

Admin Report - Urban Planning and Development 2022-2023 Business Plan and Budget.docx