



**MEMORANDUM**

**To:** ACRD Board of Directors

**From:** Mike Irg, General Manager of Planning and Development and Alex Dyer, Manager of Planning

**Meeting Date:** July 28, 2021

**Subject:** Rural Planning and Building Inspection Update

**Recommendations:**

THAT the Board of Directors receive memorandum and refer to the next Electoral Area Directors Committee meeting for Discussion.

**Background:**

The purpose of this memorandum is to provide the Board an update on development applications, building permit applications, ACRD rural planning projects and to confirm the department work plan aligns with the ACRD strategic plan and Electoral Area Directors priorities.

In addition to long-term Rural Planning projects currently underway, a large component of the Planning and Development Department work program is managing the electoral area rural planning and building inspection services. This consists primarily of activities such as public inquires, preparing reports and managing the planning applications and building permit applications.

**Applications:**

The ACRD has seen an increasing trend in applications. Below is a table representing the number of building, rezoning and subdivision applications received since 2016.

	Building Permits Issued	Rezoning Applications	Subdivision Applications
2016	82	9	10
2017	103	10	9
2018	104	17	13
2019	109	10	7
2020	121	14	10
2021	91 apps (as of July 1 <sup>st</sup> )	13 (as of July 1 <sup>st</sup> )	10 (as of July 1 <sup>st</sup> )

2021 Building permit applications to July 1st - include 91 applications submitted, 60 permits issued (some are from 2020), 51 pending building permit applications.

2020 development applications – 40% increase in rezoning and 43% increase in subdivisions over 2019.

Based on development applications received in the first six months of 2021, development applications are on pace for upwards of 26 rezoning applications and 20 subdivision referrals – an additional increase of 86% in rezoning and 100% in subdivisions over 2020.

This would be equivalent to over two and half times the number of rezoning applications and almost triple the number of subdivision referrals in 2021 over 2019. Lots created by subdivision are a good indicator of economic development in the region as the majority of lots are built on within 1-2 years.

Subdivision referrals received to date in 2021 would result in the creation of up to 43 new lots. Active subdivision referrals from 2020 and 2019 that the ACRD has responded to and are under final review by the Ministry of Transportation would create up to 64 additional new lots.

Based on the number of current rezoning applications, and in addition to the public hearing involved with the Zoning Bylaw Review and OCP amendments, planning staff expect to hold up to 15 public hearings for active rezoning applications by the end of the year. The review of rezoning applications conducting public hearings take a significant amount of planning staff time. In an effort to be more responsive to applications that have an immediate impact on economic development, staff have streamlined the review of development permit, development variance and subdivision applications and have focused efforts on rezoning and temporary use permit applications that do not involve a bylaw enforcement component.

Based on building permit applications received in the first six months of 2021, building permits are on pace for upwards of 182 permit applications – an increase of 50% over permits issued in 2020.

### **Planning Projects:**

#### **Zoning Bylaw and Official Community Plan (OCP) Updates:**

The Zoning Bylaw review survey is now online and will be available until August 31st. The next steps will be meeting with the APCs.

#### **Housing Needs Reports (HNR):**

ACRD has grant funding to complete 10 HNRs; this includes each of the electoral areas and the Treaty First Nations.

#### **Short Term Vacation Rentals (STR):**

Staff continue to monitor STR activity and there are applications and renewals that have been submitted to the ACRD.

#### **Bylaw Notice Enforcement Bylaw:**

Staff are preparing the internal administration process required and should be completed by the end of August.

#### **Bylaw Enforcement:**

In the first half of 2021 there have been 16 bylaw enforcement complaints filed. ACRD Bylaw staff also respond to multiple complaints that are outside the scope and authority of the ACRD. In many of these instances time is spent as a liaison between the complainants and Provincial or Federal Government agencies.

### **Discussion:**

In meeting with each Electoral Area Director individually, themes from these discussions included the following:

- Consensus is that wait times for building and development applications are reasonable based on the high level of activity.

- The ACRD needs to be more responsive to bylaw complaints.
- Continue to assist with complaints that are outside the ACRD's jurisdiction.
- Maintain a presence in each electoral area, specifically Bamfield and Long Beach.
- Larger properties and acreages have less need for regulations and services.
- Start using the new ticketing authority.
- Burning bylaw, which will be discussed at the next EA Directors meeting.
- Explore options for an odor bylaw.
- Grant dependent projects often need to be given priority to meet grant requirements.
- Review options for amenity contributions when considering rezoning applications.
- Communications and work with the community.
- Complete the new zoning bylaw.
- Options for updating the Electoral Area OCPs.
- Provide an opportunity to discuss individual electoral area priorities at the next EA Directors Committee.

Staff recommends that the 14 bullet items be discussed at the next Electoral Area Directors meeting.



Submitted by:

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Mike Irg, MCIP, RPP, GM of Planning & Development



Approved by:

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Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer