

# Memorandum

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Date: April 28, 2021  
Submitted by: General Manager of Community Development  
Subject: UBCM Development Approvals Program Application

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The Union of British Columbia Municipalities (UBCM) has a grant program to assist municipalities with improving our development approvals process. The grant supports applications that want to complete the following types of projects:

- conduct internal reviews to identify opportunities for greater efficiency and effectiveness;
- develop an informed list of ideas about how to improve the efficiency and effectiveness of processes;
- implement established best practices and improvements identified in process reviews;
- test innovative approaches to improving development approvals processing;
- improve technology to facilitate development application processing;
- supporting efficient and effective decision making; and
- provide training and capacity building.

The program funds 100% of eligible costs and the scope of work needs to be completed within two years of grant approval.

The City's application (**Attachment 1**) includes four components:

1. Component 1 – Review and mapping of all existing development processes.
2. Component 2 – Conduct a business improvement exercise on all existing processes (early input through building permit issuance, including off-site servicing agreements) to: improve internal communication, remove bottlenecks, improve applicant communication, improve information available to the community, and optimize existing tools.
3. Component 3 – Review and streamline applications for small lot and/or laneway house developments.
4. Component 4 – Review and design a simplified process for developments seeking common variances.

The total project budget is estimated at \$550,000 with \$403,575 being requested in the grant application (**Attachment 2**). The budget includes: consultants to review and design the specified process improvements and bylaw amendments, additional staff to address the streamlined applications and technology updates, technology purchases to enhance current systems, project management support, change management support, and communications support. The City's contribution is primarily budgeted for in the 2021-2025 Capital Plan. Any budget requests in the operating budget or additional capital budget requests will be brought forward for consideration in the 2022 budget process.

An application requirement is a resolution indicating support of the application from City Council and a willingness for the City provide overall grant management. The recommended resolution is:

**THAT the City of Port Moody's application to the UBCM Development Approvals Program and staff time to provide management of the grant be supported as recommended in the memo dated April 28, 2021 from the General Manager of Community Development regarding UBCM Development Approvals Program Application.**

Attachments:

1. Attachment 1 – Port Moody Application UBCM Local Government Development Approvals Program May 2021.
2. Attachment 2 – Port Moody Application Budget UBCM Local Government Development Approvals Program May 2021.

## Report Approval Details

Document Title:	UBCM Development Approvals Program Application.docx
Attachments:	<ul style="list-style-type: none"><li>- Attachment 1 - Port Moody Application UBCM Local Government Development Approvals Program May 2021</li><li>- Attachment 2 - Port Moody Application Budget UBCM Local Government Development Approvals Program May 2021</li></ul>
Final Approval Date:	May 10, 2021

This report and all of its attachments were approved and signed as outlined below:

Dorothy Shermer, Corporate Officer - May 7, 2021 - 11:18 AM

Natasha Vander Wal for Rosemary Lodge, Manager of Communications and Engagement - May 7, 2021 - 11:30 AM

Paul Rockwood, General Manager of Finance and Technology - May 7, 2021 - 11:37 AM

Tim Savoie, City Manager - May 10, 2021 - 11:17 AM