Interim Streamlining Applications Policy

Date:	May 10, 2022
Department, GM:	Community Development, Kate Zanon
Project Manager:	Mary De Paoli
Staff Lead:	Jess Daniels
Project Origin:	☒ Council Motion # _RC22/110-111_ ☐ Staff Initiated ☐ Other:
Priority Area:	☐ Exceptional Service ☐ Environmental Leadership ☒ Healthy City ☐ Economic Prosperity ☐ Community Evolution
Strategic Alignment	Objective & Action 5.1 - Ensure future community growth is carefully considered and strategically managed consistent with the targets approved in our Official Community Plan.
Proposed Priority	☐ Priority Level 1 ☐ Priority Level 2 ☒ Priority Level 3

Project Description

To develop an interim corporate policy for streamlining development applications for Council identified priority areas: affordable housing, employment spaces, and reduced embodied carbon emissions. The interim policy will provide temporary guidance until a more thorough long-term policy can be developed based on the results of various in-progress projects relating to development strategies, policies, and reviews.

Relevant Background

On March 22, 2022, Council passed the following resolution:

> _RC22/110-111_
> THAT staff be directed to develop an interim streamlining policy for projects that prioritize seniors' housing, affordable housing units, job creation, and mass timber/Portland Limestone Concrete construction as outlined in the report dated February 2, 2022, from Community Development Department – Policy Planning Division regarding Streamlined Application Process for Council-Identified Priority Areas.

Streamlining or fast-tracking development applications is a municipal tool that articulates to the development community municipal priorities and encourages applications that meet these priorities by expediting the application review and consideration of entitlements process. While there is not a direct financial incentive from a streamlining policy, time savings to an application process can result in cost savings to an applicant and expedited delivery on priority area goals.

Council has identified the following areas to consider for streamlining or fast-tracking development applications:

1. Provision of affordable housing

2. Provision of employment spaces
3. Reduced embodied emissions in buildings (mass timber construction/Portland Limestone Concrete)

There are several Council Strategic Plan Priority Level 1 projects already underway that will substantively inform the streamlining policy:
a) Development Process Improvement Project (Q2 2022 – Initial findings, Q3 2022 – implementation starts)
b) Housing Action Plan (Q3 2022 completion)
c) Inclusionary Zoning Policy (completed)
d) Economic Development Master Plan (Q2 2022 completion)
e) Embodied Emissions in New Construction (TBD)
f) Climate Ready Homes and Buildings Plan (Q2 2022 completion)

Interim Policy
The interim policy will be developed with currently available information from our staff team and any final or preliminary results from the Priority Level 1 projects listed above. The scope will include:
- basic streamlining criteria that can be confirmed internally;
- a simple process that moves applications that meet the streamlining criteria to the front of the queue (may affect timelines for other applications).

A more thorough and complete long-term policy will be developed upon completion of the Priority Level 1 projects listed above. Staff plan for this long-term policy to be tested for feasibility by a consultant and plan to re-assess the criteria and priorities that the policy covers.

Project Objectives
- To articulate to the development community municipal priorities regarding development applications - To encourage applications that meet identified development priorities - To provide temporary guidance while a more long-term and thorough streamlining applications corporate policy is developed

Scope	
In Scope	- Develop criteria/framework for interim policy based on internal stakeholder work, including potential combinations of criteria related to eligibility; - Determine related definitions for priority areas; - Map out a process for fast-tacking for eligible applications based on current staff capacity and the current development application process framework; - Draft Interim Streamlining Applications Corporate Policy.
Out of Scope	- Research and analysis on criteria that cannot be confirmed in house; - Public or stakeholder engagement;

	- Determining likelihood of projects meeting criteria and anticipating impacts to the application review process (testing against recent projects); - Internal process mapping/analysis (currently underway by Development Process Improvement Project; results forthcoming); - Consultation with the Development Review Group to determine process, capacity, and opportunities for streamlining applications above and beyond results of Development Process Improvement Project implementation (to begin in Q3 2023).

Work Plan Overview	
Project start date: July 2022	**Project end date:** November 2022
Deliverable/Milestone:	*Date:*
Confirm Affordable Housing Criteria	July/August 2022
Confirm Economic Development Criteria	July/August 2022
Confirm Embodied Emissions Criteria	July/August 2022
Draft Corporate Policy	August/September 2022
Present draft Interim Streamlining Applications Corporate Policy to Council for endorsement	November 2022

Budget	
Budget Source: Departmental Budget	
Internal staff project – Policy Planning workplan as time allows	$0
☐ **Request Referral to Finance Committee**	

Decision Notes (Corporate Planning Advisor use only)		
Date	**Meeting**	**Decision**