

Service Plan for Community Planning Juan de Fuca Electoral Area

2016-2019
(2019)

Capital Regional District

Date updated: July 24, 2018



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1 Overview

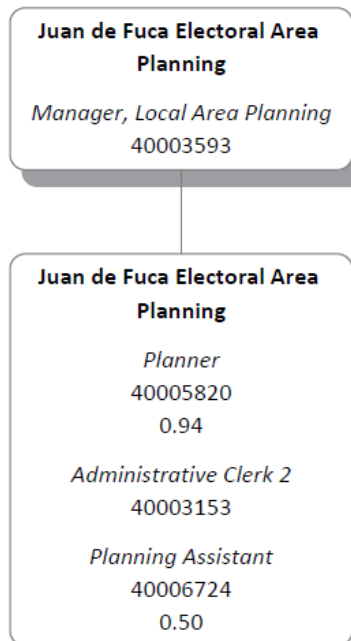
1.1 Division & Service Summary

The Juan de Fuca (JdF) Electoral Area (EA) Community Planning Service develops community plans and implements and administers land use regulations by providing professional advice and recommendations on planning processes and development services, providing for orderly growth, protection of the environment, sustainable communities and resource management.

Service Purpose, Role or Overview	Participants	Funding Sources	CRD Board Committee and/or Commission Reporting Structure
<p>Community Planning – Prepare, review and amend five Official Community Plans (OCPs) and two Comprehensive Community Plans; participate in park plan review & services, water & sewer servicing reviews; implementing OCP objectives; related policy research and data collection</p> <p>Development Services – Prepare and administer five Land Use Bylaws (LUBs); Process OCP and zoning bylaw amendments, development permits, development variance permits, soil deposit/removal permits, temporary use permits and review land referrals, subdivision referrals, building permits, park dedications and Agricultural Land Reserve (ALR) applications</p> <p>Customer Service – Respond to development inquiries; Provide general community and specific land use information; Liaise with external agencies and internal departments</p> <p>Administrative Services – Prepare agendas and minutes, and provide administrative support for the Juan de Fuca Land Use Committee, seven advisory commissions, and two Boards of Variance; Maintain a records management system, implement new technology and update GIS mapping</p>	<p>JdF EA, including the six communities of East Sooke, Malahat, Otter Point, Port Renfrew, Shirley/Jordan River and Willis Point, and the Rural Resource Lands</p>	<p>Development fees, Requisition and Gas Tax funding</p>	<p>JdF Land Use Committee East Sooke, Otter Point, Shirley/Jordan River, Port Renfrew and Willis Point Advisory Planning Commissions (APCs) JdF Agricultural Advisory Planning Commission (AAPC) JdF Economic Development Commission (EDC) JdF Electoral Area Parks and Recreation Advisory Commission JdF Board of Variance Malahat, Willis Point Board of Variance Electoral Areas Services Committee Planning, Transportation & Protective Services Committee CRD Board – Voting Blocks “A” and “B” Full CRD Board</p>

1.2 Organization Chart

Juan de Fuca Electoral Area Planning



1.3 Key Trends, Issues & Risks – Service Specific

Within the JdF EA, changing trends or issues that may affect the division include:

- Changes to provincial Acts and the overall regulatory environment (i.e. sea level rise; community governance reviews; Treaty negotiations) requires on going education for staff and engagement with residents and internal stakeholders;
- Increased Board oversight of local planning applications, as well as multiple advisory commissions, impacts the division's processes for applications and bylaw amendments;
- Changes in the number of development applications have an impact on revenue, as well as the availability of staff resources to work on projects itemized within the Service Plan;
- There is continued need for collaboration with other CRD departments – Building Inspection, Regional and Strategic Planning, Regional Parks, Integrated Water Services, Real Estate, GIS, Legislative Services, which impacts plan development and application processing;
- There is an ongoing need for legal opinions on complex planning issues, which impacts the division's budget and application process;
- Changes in technology to manage records – SharePoint, Tempest, Infolinx, GIS and Legistar requires extensive administrative support.

1.4 Link to Priorities

The nature of the division and expertise of staff provides a number of links to both Board and Corporate Priorities.

LAND USE PLANNING

- Present the amended Regional Growth Strategy to the Board for Adoption

AGRICULTURAL LAND & FOOD SECURITY

- Develop new policies to encourage farming and agri-tourism and propose land banking solutions through the completion of the Food & Agricultural Strategy

PUBLIC ENGAGEMENT & COMMUNICATIONS

- Develop public participation strategies, including implications and performance metrics, as part of all major initiatives and implement more options for two-way dialogue and engagement

GOVERNANCE

- Enable regular, proactive dialogues on regional and sub-regional issues

EDUCATION, OUTREACH & INFORMATION

- Demonstrate transparency and increase visibility through the provision of accessible, relevant, timely and usable data and information

The division also ensures that each OCP in the JdF EA reflects the goals and policies of the Regional Growth Strategy as well as considers Board Strategic Priorities like Climate Change, Environmental Protection, Active & Multi-Modal Transportation, Agricultural Land and Food Security, Economic Development, and Recreation, Arts and Culture.

2 Services

2.1 Service Levels

Service Level Adjustments in Role/Scope		
Service	Base Year	Year 4 (2019)
Community Planning	Update East Sooke, Shirley/Jordan River, Malahat, and Willis OCPs	Update Malahat & Willis Point OCPs
		Consolidate and update JdF, zoning, subdivision servicing and flood plain management bylaws
	Undertake special purpose studies -update Soil Bylaw	Rural Resource Lands Sensitive Ecosystem Inventory Assist in update of JdF Community Parks Plan
	Participate in updating digital mapping – reorganize planning data sets	Confirm stream alignments in Malahat and Willis Point
	Participate in update of RGS	Adjust to meet service delivery needs, as required
Development Services	Process about 30 OCP amendments, rezoning, and development permit/development variance permit applications; review about 40 land referrals; review about 110 building permit referrals	Adjust to meet service delivery needs, as required

	Prepare approximately 45 LUC, BOV and CRD Board staff reports	Adjust to meet service delivery needs, as required
Customer Service	Respond to approximately 30 counter, email and telephone planning queries per day	Adjust to meet service delivery needs, as required
Administrative Services	Update procedural or administrative bylaws (JdF Development Procedures Bylaw, APC Bylaw, Land Use Committee Bylaw)	Adjust to meet service delivery needs, as required
	Manage JdF Meeting room rentals	Adjust to meet service delivery needs, as required
	Attend and prepare minutes for approximately 40 LUC, APC, BOV, and public information meetings and Public Hearings	Adjust to meet service delivery needs, as required
	Manage records using SharePoint, Infolinx and Tempest	Adjust to meet service delivery needs, as required

2.2 Workforce Considerations

Workforce (FTEs)					
Service	Base Year	Year 1 (2016)	Year 2 (2017)	Year 3 (2018)	Year 4 (2019)
All JdF Community Planning Services	4.5	4.5	3.5	3.7*	3.7*

- Reallocation of 1 FTE to Southern Gulf Islands Administration in 2017 due to declining development application trend in 2015 and 2016
- 0.5 FTE as administrative clerk vacant and unfunded for 2017, 0.5 FTE to be filled as Development Technician to address increased application activity
- * 0.2 FTE has been transferred in 2018 from Juan de Fuca Community Parks and Recreation to Juan de Fuca Electoral Area Planning to accommodate ongoing administrative assistance provided by Planning staff

3 Divisional Initiatives & Budget Implications

Title & Estimated Completion Date	Description	Priority	Budget Implications
2019			
JdF Community Parks Strategic Plan Review	Work with Community Parks Manager and JdF EA Parks and Recreation Advisory Commission to update parks plan	Recreation, Arts and Culture	Core budget
Community Planning	Update East Sooke, Shirley/Jordan River, Malahat, and Willis OCPs		Core budget

4 Goals & Performance Indicators

	Indicators or Measures
Maintain Quality Community Planning and Engagement Processes	<ul style="list-style-type: none"> • Target a minimum of 1 Official Community Plan or Land Use Bylaw update each year • # of CRD educational brochures delivered or partnered on annually* (target 3) • # of advisory commissions active annually (target 5, but dependent upon community interest and the municipal election nomination process)
Provide High Levels of Customer Service	<ul style="list-style-type: none"> • Process 80% of zoning amendments within 8 months of completed of application • Process 90% of development permit and development variance permits within 2 months of completed application • # of requests fulfilled per year for building inspections, transportations, demographic and/or development data*

*Corporate indicator – Multiple divisions may contribute to this measure

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