



2023 Business Plan Planning Services (1005)

Nigel Whitehead, Manager of Planning Services

Working in partnership with communities large and small to offer local, sub-regional, and regional services to ensure that the Cariboo Chilcotin is a socially, economically, and environmentally desirable region

Department/Function Services Overview

The Planning Services Department is involved with two divisions of planning: current and long-range planning.

Current planning involves responding to inquiries for zoning information; Official Community Plan designations; information respecting Agricultural Land Reserve status, policies and applications; information regarding subdivision and development of private lands; Crown land referrals; and database maintenance. Current planning also involves applications to amend Official Community Plans and/or zoning/rural land use bylaws, applications for temporary use permits, development permits, development variance permits and applications under the *Agricultural Land Commission Act*.

Long-range planning consists of the preparation, implementation, amendment and administration of land use policies to guide future growth and development. Generally, long-range planning pertains to the Official Community Plans (OCP). Long range planning also involves special planning projects that might include neighbourhood plans, land use policy development, housing needs assessments, and agricultural planning.

Statutory Authority for Planning Services was originally provided to the Regional District by way of a Supplementary Letters Patent No. 5 in 1969.

All Electoral Area Directors are responsible for the governance of this service.

Significant Issues & Trends

The Planning Services Department was fully staffed from March 2021 through to May 2022. This gave us five months in 2022 to work at full capacity to achieve business plan goals. With the ongoing employment crisis experienced globally, our outlook is to be working under-capacity more often than not for the foreseeable future. As a result, our primary focus is on processing development applications, and continuing to streamline and modernize our department procedures. Long-range planning projects have been spread-out and broken down into a multi-year phased approach.

Regulations at the Provincial level continue to complicate our development approval procedures. The expansion and implementation of the *Environmental Management Act* and associated BC Contaminated Sites Regulation has increased processing and approval timelines for some commercial developments. The Agricultural Land Commission continues to tighten and adjust its interpretation of provincial regulation, again leading to increased complexity when reviewing and approving development proposals on properties within the ALR.

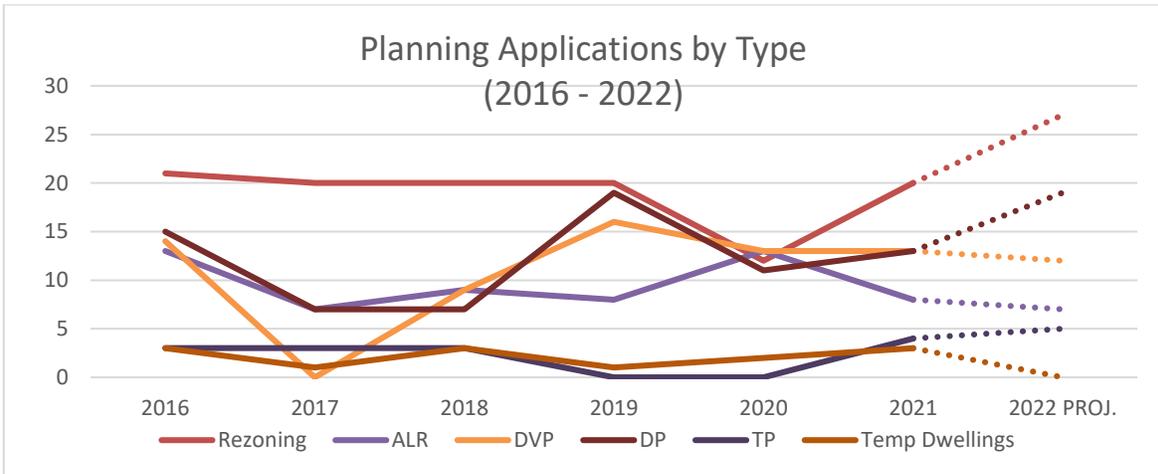
Work continues on streamlining and modernizing department procedures and will ultimately result in a much more automated application process, where applicants will have the option to fully submit application documents digitally through a user-friendly online interface. Overall, this project has slowed due to limited staff, increased current planning applications, and competing resourcing demands for other projects.

Climate change impacts and resulting policy development to safely regulate development in hazardous areas continues to put resourcing pressure on the department. The CRD is a vast region that is susceptible to more frequent and intense weather events and disasters. This will be an ongoing and evolving priority for at minimum the next decade. Planning staff will continue to collaborate with Emergency Programs and Building Services Departments in developing proactive procedures and policies with respect to mitigating development risk in areas potentially subject to natural hazards.

Planning Application Trends

Development applications are generally trending upward since 2017. Overall, total applications for 2022 are projected to reach 70, exceeding the pre-pandemic peak of 64 applications in 2019.

Staff anticipate development applications for 2023 to be near the 2022 level. It is difficult to estimate based on current global economic uncertainty, including rising interest rates, however, anecdotally, staff are aware that most construction projects are financed and scheduled 1-2 years ahead of project commencement, and so anticipate at least one more high development year, with possibility of a continued increase in total application volume.



Public and Stakeholder Engagement Highlights





Effective public engagement is a necessary component of good land use planning. It also puts a face to the organization and helps build trust with our residents. Public engagement highlights from 2022 are listed in the table below.

Planning Services Public Engagement Highlights - 2022	
Event	Details
Agricultural Area Plan ADAC Presentation	February 25, 2022
Bouchie-Milburn Neighbourhood Plan Survey	22 responses
Bouchie-Milburn Neighbourhood Plan Open House	May 30, 2022
Ministry of Agriculture and Food Stakeholders Tour (CRD Staff, Ministry of Agriculture Staff, ALC Staff, Range Staff, MoF Staff, Green Lake Resident Liaison)	September 28, 2022
Agricultural Area Plan Open House	October 12, 2022
Agricultural Area Plan ADAC Presentation	October 19, 2022
YTD Public Hearings & Meetings (as of Nov 30, 2022)	29 hearings & meetings

Business Plan Goals, Rationale & Strategies

Year 2023 - Goals

- Goal:** Geotechnical/Landslide Hazard Regulatory Development

Rationale: Staff continue to witness increased landslide activity in the region. This is a coordinated multi-department project involving Planning Services, Emergency Programs, Building Services, Information Technology, and Corporate Administration departments. It includes seeking legal advice/review of existing regulations, public notice of new hazard information, best practices research, and revision of land use regulations in geotechnically hazardous areas across the CRD.

Strategy: This is an ongoing project with 2023 activities anticipated to include refinement of OCP hazard area boundaries based on recent aerial lidar surveys, strengthened building and development permitting policies and procedures, and continued development of public-facing hazard information.

Geotechnical/Landslide Hazard Regulatory Review		
Project/Task	Leading Department(s)	Status
Strengthened Building Permit Review Practices	Building Services, Planning	Implemented Fall 2021
LiDAR Studies (Quesnel & Williams Lake Areas)	Emergency Programs/EOC	Complete July 2022
LiDAR Studies - Public Notification	Corporate Admin (FOIPPA Officer), Communications, Planning	Complete August/Sept. 2022
OCP Hazard Lands DP Review	Planning	2023 - 2024

2. **Goal:** Floodplain Mapping & Regulatory Development
Rationale: This is the ongoing next step in comprehensive flood risk assessments and mapping within the CRD, with a view to directing future development to areas of lower risk.
Strategy: Staff will work to develop a public online interface to provide the public with access to flood hazard and risk data. Future work will include a review and revision of current flood hazard regulations utilizing the acquired data.

CRD Flood Hazard Mapping Progress		
Project/Task	Area	Completion Date
Risk Prioritization Modelling	Thompson River Watershed (i.e. Bridge Creek, Canim River)	March 2019
Base-Level Mapping	Bridge Creek	April 2020
Risk Prioritization Modelling	Region-wide	Sept 2020
Risk Prioritization – Data Update	Region-wide	June 2021
Base-Level Mapping	Bridge Creek (update data), Chimney Creek, Fraser River, Cottonwood River, Baker Creek, Horsefly River, Nazko River, Lac La Hache	June 2021
Flood Construction Level and Scenario Mapping	Bridge Creek and Little Bridge Creek	Oct 2022
Public Online Interface	Region-wide	2023
Floodplain Regulatory Review & Development	Region-wide	Anticipated 2024

3. **Goal:** Complete the Bouchie-Milburn Neighbourhood Plan
Rationale: This is a pilot project to develop a detailed long-range land use plan tailored to the neighbourhood level. The plan will provide a long-term framework for future development and quality of life improvements desired by the community.

Strategy: Community input was gathered throughout 2019 and into early 2020. Final community engagement steps were held off due to public meeting restrictions. A public open house was held in 2022 with project completion anticipated in 2023. *(2019 Goal - Ongoing)*

4. Goal: Streamline Development Approval Procedures

Rationale: Continuous improvement of permitting processes helps to support an efficient development community and provides good customer service.

Strategy: This is an ongoing project, started in 2020. Substantial updates to the department’s digitized application processing system (CityView) have been completed, with ongoing improvements expected to continue through 2023 and 2024. Planning and Building Services will work together on fulfilling Information Technology’s (IT) business plan goal to upgrade CityView to permit online, digital building and planning application submissions. This will significantly improve application processing, particularly for regular applicants, such as landowner agents and building contractors. The Planning Policy and Procedures review has been rolled into this project for 2022 and on. *(2020 Goal – Ongoing)*

Streamline Development Approval Procedures		
Project/Task	Description	Status
CityView Select Workflow Development & Implementation		2020 - 2021
Policy Review – Phase 1	Remove redundant Planning policies. Reduced from 37 to 24	2022 - Complete
CityView-LaserFiche Filing Implementation	First step in moving to digital planning files.	2022-2023
CityView Letters (Planning Dept)	Automated letters development	2023
Development Procedures Bylaw Update		Anticipated 2024
Policy Review - Phase 2	Review & Consolidate Planning Policies	Anticipated 2024
CityView Portal Implementation	Electronic Applications	Anticipated 2024
Public Hearing Procedures Review		TBD
Development Application Fees Review		TBD

5. Goal: Zoning and Rural Land Use Bylaw Mini-Update (Shipping Containers, Cannabis Sales & Production, Carriage House definitions)

Rationale: Based on Board direction at various meetings, staff will undertake amendments for a small update to portions of the Zoning and Rural Land Use Bylaws.

Strategy: Regulations will be drafted for Board review. They will be referred to Advisory Planning Commissions for feedback. Subsequent amendments to the zoning and rural land use bylaws will then be undertaken.

Zoning & Rural Land Use Bylaws Mini Update	
Project/Task	Year
Bylaw Research and Drafting, APC Review, First Reading	2023
Public Hearings, Amendments & Adoption	2024

6. **Goal:** South Cariboo OCP Implementation Amendments
Rationale: Comprehensive long-range documents such as OCPs can result in unforeseen issues once implementation and full utilization of the document begins. Staff have found inconsistencies and challenges with a few sections of the South Cariboo OCP (adopted in February 2019), and plan to bring proposed amendments to the Board.
Strategy: Implementation challenges have been tracked by staff. Proposed OCP amendments will be brought to the Board for consideration. Amendments would then be run through a public consultation process and back to the Board for adoption, as required (*2022 Goal – Delayed*).

7. **Goal:** Advisory Planning Commission (APC) Training
Rationale: APC members are subject to reappointment following local elections. The Planning Services Department historically conducts APC refresher training after reappointments are complete.
Strategy: In-person training sessions will be provided to North, Central, and South APC’s. Consideration will be made whether to conduct a Chilcotin training session either in-person or virtual based on member availability.

Overall Financial Impact

The 2022 tax requisition shows an increase of 1.5% when compared to the previous year 2021. This accounts for partial inflationary costs. The Planning Services function has a healthy operating surplus well above the target of 50% of annual tax requisition. The current five-year financial plan aims to gradually utilize the excess surplus, while preventing a large tax requisition increase in the future.

Measuring Previous Years' Performance			
Project/Goal	Target Year	Status	Comments / Work Completed in 2022
Geotechnical/Landslide Hazard Regulatory Review	Ongoing	Ongoing	<ul style="list-style-type: none"> • Completion of LiDAR change analysis studies for Williams Lake and Quesnel Fringe Areas. Project coordinated with member municipalities. • Public notification, communications materials, website update, geohazards webmap developed and updated. • Public notice of potential risk mailed to approximately 2,580 affected landowners.
Flood Hazard Mapping	Ongoing	Ongoing	Detailed flood hazard mapping of Bridge Creek completed. Funded by UBCM CEPF grant of \$150,000 to District of 100 Mile House, \$150,000 to CRD, and \$150,000 to Canim Lake Band.
Improve & Streamline Development Procedures	Ongoing	Ongoing	<ul style="list-style-type: none"> • Reinforcement of consistency and accuracy during staff training. • Ongoing tracking of bylaw wording inconsistencies. • Ongoing digitization of planning procedures. • Ongoing automation of planning form letters. • Automating integration of property and permitting management software (CityView) with records management software (Laserfiche).
Bouchie-Milburn Neighbourhood Plan	2019	Ongoing	Project nearing completion. Final community engagement and open house completed 2022.
District of 100 Mile House and South Cariboo Housing Needs Assessment	2021	Complete	Project delayed by consultant availability. Completed and received by Board, April 2022.
Shipping Container Regulations	2019	Delayed	Continued delay due to staff shortage. Some progress made in 2022. Anticipate presentation to Board in 2023 as part of Zoning and Rural Land Use Bylaw Mini-update.
Temporary Use Permit Policy for RVs - OCP Harmonization	2021	Delayed	Delayed due to staff shortage. Moved to Future Projects and will be considered as OCP Harmonization project develops.
Agricultural Area Plan	2022	Complete	Final draft complete in Nov. 2022. Planned presentation to Board, Dec. 2022.

Planning Policies Review & Update	2022	Ongoing	Thirteen redundant policies repealed in 2022. Remainder of the policy review task has been rolled into the ongoing Planning Department streamlining project.
South Cariboo OCP Implementation Updates	2022	Delayed	Delayed due to staff shortage. Some progress made in 2022. Anticipate presentation to Board in 2023.

Future Years' Business Planning Goals

Future business plan goals are provided below to assist the Board in anticipating future projects. Background research and preparation for undertaking these goals will be conducted as time and resources permit. This background research will inform the development of a strategy in prioritizing and completing the goals. Future goals may be further refined or replaced in the lead-up to the following year's business plan.

1. Future Goal: OCP Harmonization/Consolidation

Rationale: Regional planners elsewhere in the province are finding value in harmonizing and consolidating OCPs across their jurisdictions. For example, much of the regulatory language and broad policy statements are very similar across the CRD's seven OCPs, and between the three RLUBs. Maintaining uniform regulation in relation to best practices or changes in provincial legislation becomes unwieldy when having to simultaneously amend seven bylaws, each with their own public consultation requirements.

Staff recognize the importance of ensuring community identities and development visions remain unique to each area of the region. Staff will carefully assess the results of the Bouchie-Milburn Neighbourhood Planning process, as that may represent a better strategy in supporting the unique identities of individual communities, while housing broader policy that is applicable region-wide under fewer, larger OCPs.

2. Future Goal: Zoning and Rural Land Use Bylaw Harmonization/Consolidation

Rationale: With six zoning and rural land use bylaws across the region, sharing relatively common language, there is value in harmonizing and/or consolidating these into fewer bylaws. Zoning Bylaw consolidation is a leading practice at some regional districts elsewhere in the province. It would allow for common zoning regulation across the region, significantly streamlining customer service and overall bylaw maintenance.

3. Future Goal: Temporary Use Permit Policy for RVs Implementation - OCP Harmonization

Rationale: As discussed at the June 18, 2020 Committee of the Whole Meeting, although a Temporary Use Permit Policy for seasonal RV use was endorsed by the

Board in 2015, permissive OCP language to allow Board consideration of such permits is not universal throughout the CRD. Accordingly, staff will work to harmonize TUP enabling language within the OCPs and RLUBs.

4. Future Goal: Interlakes OCP Review

Rationale: The Interlakes Area Official Community Plan (OCP) is now the oldest OCP within the region, completed in 2004. Although this OCP is ready for review, it was the last one completed with in-house planning staff and has stood up well to the test of time.

5. Future Goal: Zoning Bylaw Updates – Post-Bouchie-Milburn Neighbourhood Plan

Rationale: Upon completion of the Bouchie-Milburn Neighbourhood Plan (BMNP) comprehensive zoning bylaw amendments are recommended to align current zoning with the plan's vision.

6. Future Goal: Short Term Rental (STR) Monitoring

Rationale: Staff will continue to monitor public complaints and impacts of unlawful short-term rental accommodations throughout the Cariboo. This future goal earmarks a broader project to be undertaken if concerns surrounding this land use increase.



building communities together

2023 Business Plan Heritage Conservation (1670)

Nigel Whitehead, Manager of Planning Services

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Department/Function Service

The Heritage Conservation service was established in 2005 by Bylaw No. 4070. The participating areas for this service include all of the electoral areas. There is no requisition limit for this service. Principally, the service supports the activities of the CRD's Heritage Steering Committee. As the current requisition is minimal, staff provide a supporting role in the activities which are driven by committee members.

In early 2007, the CRD Heritage Register was implemented, with one property being established on the Register. The following year, the Board approved the membership of the Heritage Steering Committee. In 2009, a training program was offered by the Heritage Ministry and a number of community members took part in the training program held in Williams Lake. Since this time, additional members have been trained to continue this work. There are presently 12 sites listed on the CRD register.

All Electoral Area Directors are responsible for the governance of this service.

Business Plan Goals, Rationale & Strategies

2023 Goals

- 1. Goal:** Conduct training session with Heritage BC.
Rationale: A refresher session for committee members, particularly new members would be beneficial in helping the committee move forward with its mandate.
Strategy: Contact Heritage BC and work with committee members to determine what training is desired. Discussions with Heritage BC currently underway.

- 2. Goal:** Establish plan to utilize accumulated operating surplus.
Rationale: The Heritage Conservation service has been accumulating an ongoing operating surplus which needs to be allocated towards achieving the mandate of the committee.
Strategy: Staff will facilitate a workshop to develop a plan to utilize the accumulated operating surplus.
- 3. Goal:** Host a strategic networking meeting. *(2020 Goal – Carried Forward)*
Rationale: The City of Quesnel, in partnership with the CRD Heritage Committee received grant approval of \$7,500 from the Heritage BC Legacy Fund in early 2020 for hosting a strategic networking meeting of heritage stakeholders from throughout the CRD. An online event was held in May of 2021, but the funding has yet to be fully utilized.
Strategy: The Committee will assist City of Quesnel staff in holding an in-person meeting in Spring 2023.
- 4. Goal:** Review, update, and complete the “Heritage Matrix”.
Rationale: The Heritage Matrix document is a tracking document, identifying the registry status of existing heritage sites, as well as outstanding tasks required to register sites of interest.
Strategy: The committee will focus on this task as part of its central objective of increasing the number of properties on the CRD Heritage Register.
- 5. Goal:** Increase heritage awareness throughout the Cariboo Chilcotin
Rationale: Heritage awareness can bring a sense of community pride and identity, as well as attract tourism. A communications plan was developed in 2018.
Strategy: Continue to implement the communications plan developed in 2018.
- 6. Goal:** Continue to facilitate the inclusion of First Nations heritage sites on the CRD Heritage Register.
Rationale: The first citizens of the Cariboo Chilcotin were First Nations peoples. As such, the area is rich with First Nations settlements and cultural sites.
Strategy: Continue to work with First Nations, initially through First Nations members on the Heritage Steering Committee, to develop strong relationships related to cultural heritage and to share information, as well as continue to solicit First Nations membership on the Committee.



7. **Goal:** Update and distribute heritage driving brochure and virtual GIS tour.
Rationale: A benefit to the local economies of the Cariboo is tourism. One of the means of enhancing tourism is by developing an inventory of historic places. This inventory and touring information is available in paper versions and in an interactive digital format.
Strategy: The driving tour brochure was completed and launched in 2013. Distribution will continue to be recorded. Updates to the brochure will continue and a new print order will be completed before the start of the spring tourism season. The committee will also ensure the changes are reflected in the “virtual” digital GIS tour.

Overall Financial Impact

In the five-year financial plan, the requisition is projected to remain at \$10,000 per year. We have allocated for travel costs for 2023 as some members have a long distance to travel to attend meetings. Reprinting of the Heritage Driving brochure is budgeted at \$2,500, with the remaining attributed to meeting expenses, projects, and operating surplus allocation. The committee will work in 2023 to consider objectives in the utilization of its accumulated operating surplus.

Significant Issues & Trends

The committee saw reinvigoration for 2022, after a lull in activities particularly during COVID-19 pandemic measures. In 2022, new members were appointed, meetings were held more regularly, progress was made on planning a Heritage BC training session, driving tour brochures distributed, and the annual committee tour was held again.

Measuring Previous Years Performance

- 1. Goal:** Increase number of properties on the CRD Heritage Register.
No additions to the registry were made in 2022. Work will continue in 2023. Committee has been actively discussing the challenges of developing Statements of Significance - a requirement for Provincial registration.
- 2. Goal:** Increase committee membership.
Membership increased from 8 to 11, lost one member, for current membership of 10. Will continue membership drive during 2023.
- 3. Goal:** Review, update, and complete the "Heritage Matrix".
Review is ongoing and underway.
- 4. Goal:** Continue the distribution of the Cariboo Driving brochure.
The driving brochure still proves to be popular. Approximately 2,500 distributed in 2022.