



**2026 Business Planning
Departmental Presentations**

Planning & Building

PRESENTED BY:

James Stiver

Director, Planning & Building

Overview

Planning Division

Responsible for:

- Forming the long-term planning policies, strategies, and regulations to guide the future growth, development, and change of the City
- Reviewing and processing development applications for new housing, commercial, industrial and institutional development and providing recommendations to Council
- Environmental and soil/fill compliance and enforcement

Comprises 3 distinct groups:

- Community Planning
- Development Services
- Environmental Services

Overview

Building Division

Responsible for:

- Ensuring that construction and renovation projects comply with BC building and Fire Codes and regulations
- Fostering safe and sustainable development within our community through inspection and enforcement
- Educating the public and developers about safe and sustainable construction practices

Comprises 3 distinct groups:

- Permitting
- Inspections
- Plan Reviews

Staff Complement

Administrative:

- Director
- Deputy Director
- Manager of Permits and Inspections
- Manager of Community Planning
- Manager of Development and Environmental Services
- Confidential Assistant
- 2 Administrative Assistants, 1 Clerk

58 Front Line Staff:

- Inspectors
- Plan Reviewers
- Development Service Technicians
- Planners/Technicians
- Environmental Coordinators/Technicians



Achievements

Department Merger

- The Planning and Building Departments were brought together for efficiency and better alignment of work

Engagement

- Lougheed Transit Corridor Area Plan
- North 256 Industrial Area Plan
- Housing Updates to the OCP and Area Plans

Digital Applications

- Through the Development Service Optimization project, a new Building Permit application portal launched and processes modernized

Policy Development

- Housing Action Plan
- Social Planning (tenant protections, adaptable housing, family-friendly, age friendly)
- Advanced Housing Accelerator Fund initiatives

Provincial Requirements

- Exceeded year 1 Housing Target Order
- Updated the OCP and Area Plans to reflect new housing legislation
- Updated Development Procedures Bylaw

Continuous Improvements

Customer Service

- One City approach with Planning and Building Department for new digital online permit application portal
- Planner of the Day

Staff Training

- Staff attendance at the PIBC Planning, Housing Central, and BOABC Conferences
- 8 webinars hosted, lunch and learn sessions with staff
- 15 staff completing LinkedIn Learning courses
- 11 enrolled in certificate programs and training

People

- New management and staff bringing new ideas, procedures to the department
- New on-boarding processes, SOPs, guides established
- Cross functional project and collaboration teams established

Processes and Procedures

- Application forms, development policies, procedures and web content being reviewed and refreshed – 40% complete
- Digitization of historical paper files and microfiche - 20% complete

Key Challenges

- Changing provincial data, regulation, and reporting requirements
- Introduction of new systems, technology, and data management
- Digitizing processes
- Updating policies, procedures, processes
- Market slowdowns, cost of development
- Infrastructure improvement planning to accommodate growth

