



2025 Business Plan Planning Services (1005)

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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

Provincial regulatory changes regarding land use planning appear to have stabilized for the time being, allowing for some consistency in our day-to-day operations and advice provided to the public. A backlog in current planning applications post-strike has been overcome, however, ground lost in our long-range planning and policy projects has resulted in a delay on several projects which will be carried-forward into 2025.

Requirements for soil and fill approvals for ancillary structures within the Agricultural Land Reserve (ALR) remain in place, however, the Agricultural Land Commission (ALC) has recently filled additional positions for processing these types of applications and no major regulatory or interpretive changes have occurred, which has helped to provide some stability and confidence in the advice that we provide to prospective landowners/developers/builders. It appears that our concerns were heard at the 2024 UBCM-Ministry meetings and we look forward to further movement on the issue.

An additional Planning Services staff position, filled in mid-2024, will provide additional capacity and some redundancy to cover unanticipated staff absences. The department will continue to make progress on digitizing and modernizing our application procedures. A UBCM Local Government Development Approvals Program grant was awarded in 2024 to undertake background analysis and prepare for consolidation of our six zoning and rural land use bylaws. This work will continue in 2025.

We continue to hear complaints about subdivision timelines and the lack of available land for additional development throughout the region. We are seeing increased interest to infill and develop additional dwellings on existing lots. We are hopeful that continued work on housing needs assessments and their future implementation via OCP amendments will help to identify viable areas for future growth in the region.

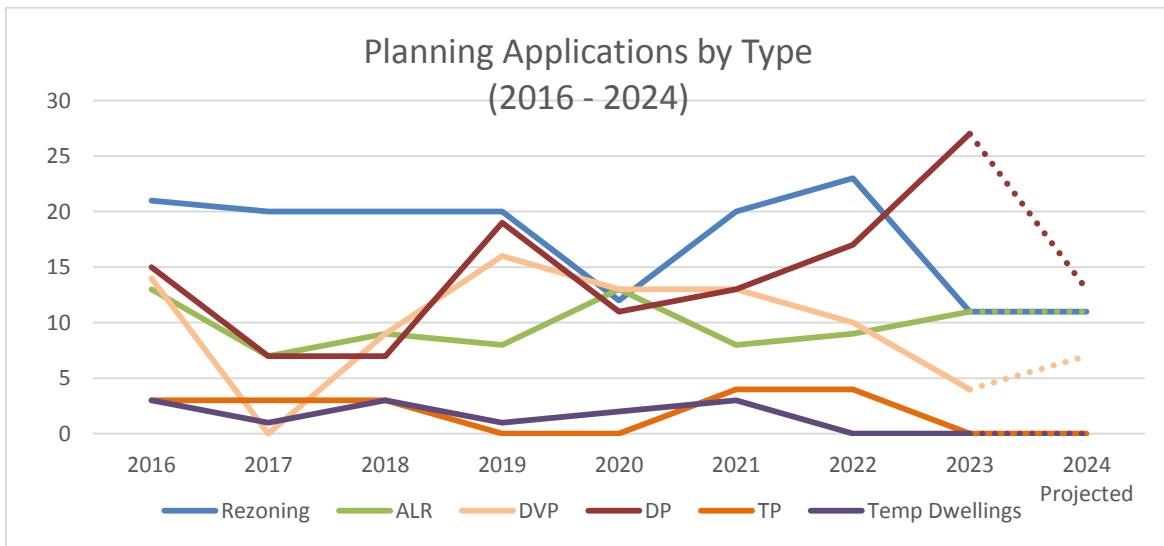
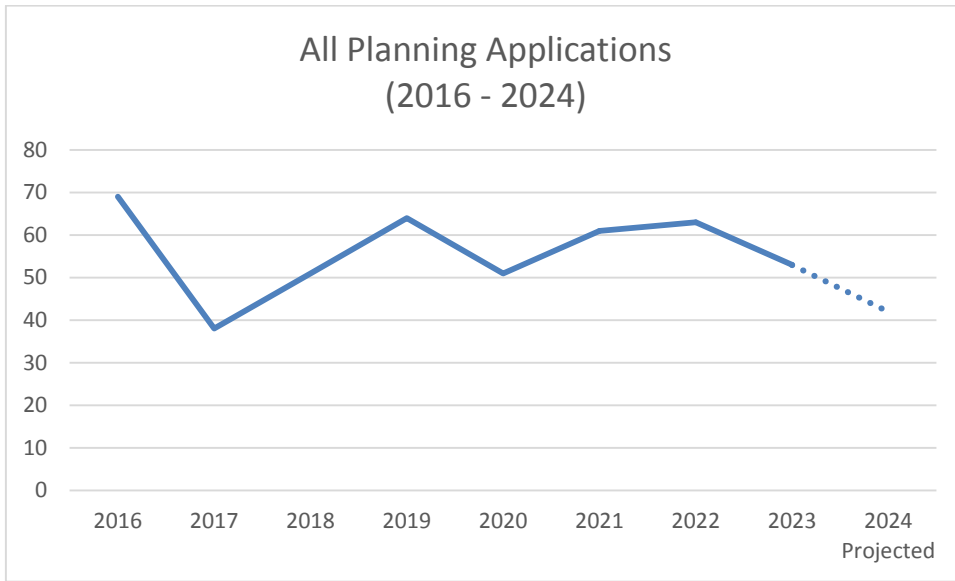
Climate change impacts and the resulting policy development to safely regulate development in potentially hazardous areas continues to progress. The CRD is a vast region that is susceptible to more frequent and intense weather events and disasters. Planning staff will continue to collaborate with Emergency 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

Planning applications continue to trend downward from 53 in 2023 to a projected 42 at end of 2024. Planning application volume tends to shadow prevailing interest rates and the real estate market, with a lag of one to two years to account for in-stream projects. With anticipation of continued interest rate cuts and recent regional real estate numbers

holding steady, we anticipate a bottoming out of this decline in planning applications in 2024 or 2025.

Planning application revenue makes up a small portion of the overall planning service budget (+/- 5%), so impacts are negligible. A decrease in applications will allow some additional time for staff to focus on long-range planning and continuous improvement activities, as well as keeping up with provincial legislative changes.



Public and Stakeholder Engagement Highlights



Planning staff at UNBC Career Fair 2024

Effective 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 and agency partners. Public and stakeholder engagement highlights from 2024 are listed in the table below.

Planning Services Public & Stakeholder Engagement Highlights - 2024	
Event	Details
Ongoing liaison with Agricultural Development Advisory Committee (ADAC)	Monthly Meetings
Semi-annual updates with Interior Health Healthy Built Environment (HBE) Team	Semi-annually
Quesnel Housing Solutions Table	Quarterly Meetings
Media Information as required regarding CRD land use planning	Interviews as requested
Agriculture Research Project – conducted by Matt Henderson, UNBC Student	Ongoing 2023 & 2024
BC Disaster and Climate Risk and Resiliency Assessments (DCRRA) Built Environment Working Group	2024 Meetings
UNBC Career Fair	March 5, 2024
Hwy 20/Hodgson/Dog Creek Rd Slide - MOTI Open House	June 4, 2024

Tatla Lake / Middle Branch Valley site visit	August 27, 2024
Guest Lecture at UNBC School of Environmental Planning	September 12, 2024

Business Plan Goals, Rationale & Strategies

Year 2025 - Goals

- Goal:** Geotechnical/Landslide Hazard Regulatory Development

Rationale: Regulating development in potentially hazardous areas helps to protect the broader public interest and corporate liability of the CRD. This is a CRD strategic plan priority.

Strategy: This is an ongoing project. Activities planned for 2024 were not completed and will be rolled forward into 2025, including continued development of public-facing hazard information, refinement of OCP hazard area boundaries and development permit guidelines. Anticipated consulting cost is \$200,000, shared with the Building Services Department and is already budgeted from 2023 and 2024. Future work is anticipated to include the development of a Risk Tolerance Policy for Landslide.

Geotechnical/Landslide Hazard Regulatory Review		
Project/Task	Leading Department(s)	Status
OCP Hazard Lands Review	Planning & Building	Delayed to 2025
Landslide Risk Tolerance Threshold Policy	Planning & Building	2026

- Goal:** Floodplain Mapping & Regulatory Development

Rationale: Regulating development in potentially hazardous areas helps to protect the broader public interest and corporate liability of the CRD. This is a strategic plan priority.

Strategy: Staff are working to develop an online interface to provide the public with access to flood hazard and risk data. Planned work for 2024 will be rolled forward into 2025 and includes a review and revision of current flood hazard regulations utilizing the acquired data. Staff *may* pursue EMCR Disaster Resiliency and Innovation Funding (DRIF) for this project.

CRD Flood Hazard Mapping Progress		
Project/Task	Area	Completion Date
Flood Construction level and Scenario Mapping	Bridge Creek and Little Bridge Creek	Oct 2022
Public Online Interface	Region-wide	Delayed to 2025

Floodplain Regulatory Review & Development	Region-wide	2025 - 2026
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3. **Goal:** Streamline Development Approval Procedures
Rationale: Continuous improvement of permitting processes helps to support efficient development and provides good customer service.
Strategy: Ongoing improvements are expected to continue through 2025. Planning and Building Services are working together with Information Technology (IT) Department to upgrade CityView to permit online, digital building and planning application submissions. Digitizing historical files is ongoing and should be complete in 2026. A contracted scanning clerk position is budgeted for completion of this digitization work. Future work is anticipated to include a Planning Services policy review and a review of application fees.

Streamline Development Approval Procedures		
Project/Task	Description	Status
Digitizing Historical Planning Files		Ongoing 2024 - 2026
CityView Portal Implementation	Electronic Application Submissions	Ongoing 2024 - 2025
Development Procedures Bylaw Update		Completed 2024
Policy Review - Phase 2	Review & Consolidate Planning Policies	Anticipated 2026
Development Application Fees Review		Anticipated 2026

4. **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: This project continues to be delayed, but is anticipated for completion in 2025.

Zoning & Rural Land Use Bylaws Mini Update	
Project/Task	Year
Bylaw Research and Drafting,	2023 - 2024
APC Review, First Reading	2024 - 2025
Public Hearings, Amendments & Adoption	Delayed to 2025

- 5. Goal:** Official Community Plan (OCP) Housekeeping Amendments
Rationale: This will allow for administrative fines for works undertaken without a Development Permit and will insert the necessary language to permit the consideration of Temporary Use Permits for RV's in all OCP and RLUB areas throughout the district, in accordance with the TUP for seasonal RV Policy. Minor amendments to the South Cariboo OCP will be proposed, as there is some inconsistent language identified since plan adoption in 2019.
Strategy: Develop bylaw amendments and bring forward for Board consideration.
- 6. Goal:** Archaeological/Cultural Heritage Protection Policy & Procedures
Rationale: In 2023, the CRD Board received presentations from Xat'sull First Nation and Williams Lake First Nation regarding the importance of protecting archaeological sites and cultural heritage.
Strategy: Staff were anticipating *Heritage Conservation Act* amendments in the Spring 2024 legislative sitting, however this project was delayed by the provincial government. Accordingly, staff will work on an interim policy to help landowners understand their obligations to not disturb protected archaeological sites.
- 7. Goal:** Zoning & Rural Land Use Bylaw Consolidation Project
Rationale: Three zoning bylaws and three rural land use bylaws cause redundancy in land use regulation in the CRD.
Strategy: Grant awarded in May/June 2024. RFP issued in Sept 2024 for background analysis and preparation for zoning bylaw consolidation. Completion anticipated for 2026.
- 8. Goal:** Develop Interlakes OCP Review & Consolidation Workplan
Rationale: The Interlakes Area Official Community Plan (OCP) was completed in 2004 and is due for review.
Strategy: We will review and develop an initial strategy to amalgamate the Interlakes OCP into the South Cariboo OCP. Project kickoff will aim for mid-2025.
- 9. Goal:** Monitor Short Term Rental (STR) Regulations
Rationale: The Province plans to implement Short Term Rental (STR) regulations, phased in from late 2023 through 2025.
Strategy: Staff will continue to monitor the provincial regulatory situation.

Overall Financial Impact

To account for the proposed business plan objectives, the initial 2025 tax requisition is proposed at a 7.5% increase, and 4% for each remaining year in the five year financial plan (2026 through 2029).

Measuring 2024 Performance			
Project/Goal	Target Year	Status	Comments / Work Completed in 2024
Revise and Update Housing Needs Assessments	2024	Underway	<ul style="list-style-type: none"> Contractors selected. Work underway. Anticipated completion December 2024.
Geotechnical/Landslide Hazard Regulatory Review	Ongoing	Delayed	<ul style="list-style-type: none"> RFP for updated landslide hazard mapping planned for December 2024. Continued liaison with MOTI and City of Williams Lake regarding Hodgson Road Landslide
Flood Hazard Mapping	Ongoing	Delayed	<ul style="list-style-type: none"> Public hazard mapping and document library under development.
Streamline Development Procedures	Ongoing	Ongoing	<ul style="list-style-type: none"> Ongoing tracking of bylaw inconsistencies. Automated digital filing (Laserfiche-CityView Integration). Ongoing development of online submission portal. Development Procedures Bylaw Update
Zoning and Rural Land Use Bylaw Mini-Update	2024	Delayed	<ul style="list-style-type: none"> Draft bylaw wording completed.
Official Community Plan (OCP) Housekeeping Amendments	2024	Delayed	<ul style="list-style-type: none"> No action in 2024
Archaeology/Cultural Heritage Protection Policy	Ongoing	Ongoing	<ul style="list-style-type: none"> Background research underway Monitor for provincial legislation
Zoning & Rural Land Use Bylaw Consolidation	2026	Underway	<ul style="list-style-type: none"> UBCM LGPS Grant Awarded May 2024 RFP Issued Sept 2024 Consultant selection ETA Oct 2024
Develop OCP Consolidation Workplan	2025	Delayed	<ul style="list-style-type: none"> Will pilot with Interlakes OCP/South Cariboo consolidation in 2025.
Develop Interlakes OCP Review & Consolidation Workplan	2024	Delayed	<ul style="list-style-type: none"> Anticipate workplan early 2025
Monitor Short Term Rental Regulations	Ongoing	Ongoing	<ul style="list-style-type: none"> Provincial data not available to RD's w/o Business Licensing

Future Years' Business Planning Goals

Future business plan goals are provided below to assist the Board in anticipating upcoming 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.

- 10. Future Goal:** Develop OCP Consolidation Workplan
Rationale: Regional planners elsewhere in the province are finding value in harmonizing and consolidating OCPs across their jurisdictions. 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.
Strategy: Originally planned for kick-off late 2024, this will be delayed until Interlakes OCP consolidation is complete.
- 11. Future Goal:** Housing Policy Implementation via OCP Updates
Rationale: Utilize housing needs assessments to identify areas required for future residential housing, at sustainable densities, and amending OCP's accordingly. Areas likely to be considered are Williams Lake Fringe and Quesnel Fringe.
- 12. 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. The plan also recommends Board consideration of implementing an Environmentally Sensitive Protection Development Permit to protect Bouchie & Milburn Lakes from sewerage system impacts.
- 13. Future Goal:** ALR Exclusion of CRD-owned Properties
Rationale: Multiple CRD-owned properties are within the Agricultural Land Reserve, including recreation properties, fire halls, and transfer stations. Additional permitting requirements are adding to project timelines. Consideration is recommended for a future application to exclude some or all properties from the ALR.