

2020-22

PLANNING AND DEVELOPMENT Department Business Plan

Overview

The Planning and Development Department strives to provide outstanding and customer-centric service to residents and clients through innovation and continuous improvement. The Department serves the community by establishing statutory and policy plans as a framework for growth and development, working with its regional partners, ensuring land is prepared in accordance with legislation and statutory plans, endeavoring to effectively balance development rights and community interest, and making certain that buildings are constructed in a manner that meets or exceeds provincial codes and regulations.



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Program	Description
Statutory Plan Development	Prepare plans and strategies and research information providing high level planning policy direction. This includes items such as, but not limited to, Statutory Plan implementation, amendments, and development. It also includes preparing and updating policies and procedures.
Building, Electrical, Plumbing and Gas Permit Review	Provide pre-consultation services if needed, review plans and documentation, and issue permits.
Regional Planning and Intermunicipal Collaboration	Representing the City at the Edmonton Metropolitan Regional Board (EMRB) and its various committees. Implementing regional policy into the City's statutory planning documents. Collaborate with neighbouring municipalities on the development and implementation of intermunicipal collaboration agreements.
Compliance Letters and File Searches	Written confirmation on development compliance in accordance with the Land Use Bylaw (LUB). Review Planning & Development Services files (and circulate to various internal departments) for information related to zoning confirmation, permitting, inspections, violations, expropriations, environmental site assessments on vacant lands. Both are a service provided to vendors, purchasers and financial institutions.
Development Agreements	Negotiation of Development Agreements to create a legal contract with developers outlining the terms and conditions (financial, obligatory and otherwise) which must be met as a condition of the development.
Development Permit Review and Issuance	Provide customer-centric service to facilitate development. Review of applications against the Land Use Bylaw and relevant planning documents. Conduct inspections if necessary. If approved, condition and issue permits in accordance with legislative timelines and requirements. If refused, provide reasons.
Encroachment Agreements	Through inspections, monitoring and enforcement and other remedies, administer encroachments of development / improvements onto City owned lands and rights of way.
Joint Land Use Planning Agreement	Joint use agreements are partnerships between the City of Fort Saskatchewan and the Public and Catholic School Boards. They are meant to provide access to school facilities for different community purposes. They also assist in guiding the planning, assembly, design, and maintenance for sites for school and park purposes; and provides a framework for decision making related to surplus reserve and non-reserve sites.
Land Use Bylaw	Maintain, implement, and continuously update the City's Land Use Bylaw (LUB) to ensure relevancy and responsiveness. The LUB regulates the use and development of land and buildings within the City to achieve the orderly and economic development of land. The LUB implements the policies of the Municipal Development Plan and other statutory planning documents.

Land Use Bylaw Enforcement	Ensure development on private land meets the use and development standards set out within the City's Land Use Bylaw. When required, exercise enforcement mechanisms as per the LUB and our Municipal Policy (MP). Our MP refers to the Land Use Enforcement Policy and the Naming Policy (naming of development areas, roads, parks and public facilities).
Municipal Development Plan	Develop and maintain the Municipal Development Plan (MDP) in accordance with the Municipal Government Act (MGA) and the Edmonton Metropolitan Regional Board (EMRB). The MDP is the City's plan for the future. It sets out a clear vision for how Fort Saskatchewan will grow and develop into the future. The MDP provides a comprehensive long-term land use policy framework within which present and projected growth and development may take place.
Safety Code Compliance	Ensure buildings are in accordance with regulations, codes, and bylaw. This includes monitoring through a program of permit issuance, plans examination, site inspection, and enabling a process of verification of compliance. These functions are carried out by certified and designated Safety Codes Officers to provide compliance monitoring in accordance with the Safety Codes Act and associated codes and standards. When enforcement action is necessary, the Development Compliance Officer will be engaged.
Safety Codes Inspections	Ensure inspections are carried out for all disciplines (building, electrical, plumbing, and gas) in accordance with the City's Quality Management Plan (QMP). The QMP outlines the City's level of service and is what provides the City with accreditation under the Safety Codes Council.
Subdivision Application Review	Processing and reviewing subdivision applications. A subdivision typically creates a new parcel or parcels of land. Subdivisions are reviewed based on the direction provided by the Municipal Government Act, the Municipal Development Plan, other statutory plans, the Land Use Bylaw and application of municipal policy. This is where the policy direction of the higher level planning documents are implemented.

My Fort: Engaged People, Thriving Community

OUR COMMUNITY VISION

We are a welcoming, compassionate City.

We are a friendly, multi-generational community and there is a strong sense of pride and ownership in what we have accomplished together.

As a community, we are stewards of the environment and are committed to using our resources wisely.

We have a deeply rooted respect for our place and celebrate the river valley.

The Fort is a leader in sustainable eco-industrial development with a flourishing local economy.

We support every aspect of life in Fort Saskatchewan from local business to social services.

We know our history, and have a dynamic vision for our future.

Arts, recreation and culture thrive.

Downtown is the heart of the community; it is a vibrant destination for business or play and an attractive place to live.

Fort Saskatchewan is home with a small-town feeling at heart and where a strong sense of community thrives.

OUR MISSION

Working together to create a sustainable and thriving community through exemplary leadership and management.

OUR CORE VALUES

Our commitment to each other and to our citizens

LEADERSHIP – Take ownership in achieving results

INNOVATION – Embrace new ways of doing things

SERVICE EXCELLENCE – Deliver “WOW” service to our community

FUN – Enjoy what we do and bring passion to our work

OUR GUIDING PRINCIPLES

Just as our values are reflected in everything we do, our decisions and actions are aligned with the following guiding principles.

CONTINUOUS IMPROVEMENT	We constantly look for ways to improve our services, refining our daily practices, keeping the leading edge in sight and being open to change.
COLLABORATION	We work collaboratively with our colleagues, residents, partners, regional neighbours, and stakeholders.
STRATEGIC THINKING	We use a strategic and forward thinking mindset and consider the impact of decisions on others.
STEWARDSHIP	We are good stewards, accountable for our community's resources, managing costs and investing for the future.

Department Goals and Initiatives

Legend

	Project or phase complete
	In progress, upcoming

Guiding Documents and Plans

Current relevant documents used for the operation of the department includes:

- Municipal Development Plan
- Southfort Area Structure Plan
- Westpark Area Structure Plan
- Downtown Area Redevelopment Plan
- Growth Study
- Land Use Bylaw
- Alberta Building Codes
- Quality Management Plant

Goal 1: Strategically manage growth to address social and economic pressures

Linkages: Positioned for Growth

Initiatives:

		Timeframe		
		2020	2021	2022
1.1	Municipal Development Plan update			
1.2	Land Use Bylaw refresh/update			
1.3	Highway 21 Outline Plan			
1.4	Outline Plan(s) in Southfort undeveloped areas			
1.5	Infill Strategy for established neighbourhoods			
1.6	Terms of Reference, Area Structure Plans (ASP)'s and Outline Plans			
1.7	Update Existing ASPs and ARPs			
1.8	99 Avenue Urban Design Corridor Study			
1.9	Residential Parking Analysis			
1.10	Urban Design Downtown Street Project			

Goal 2: Foster an understanding of smart growth principles with the community

Linkages: Positioned for Growth
Excellence in Government

Initiatives:

		Timeframe		
		2020	2021	2022
2.1	Continue with 2018 Public Engagement project			
2.2	Ongoing public engagement for future long range planning initiatives such as Municipal Development Plans, Area			

Structure Plans and Area Redevelopment Plans			
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Goal 3: Stakeholders are informed, engaged and satisfied with our services

Linkages: Excellence in Government

Initiatives:

Timeframe

		2020	2021	2022
3.1	Improve information accessibility for the public			
3.2	Educate public on reasoning behind standards and decision making process			
3.3	Refine customers experience by engaging with customers in new and unique ways by leveraging online technology			
3.4	Explore business model for delivery of unique services provided			

Goal 4: Planning and development has a positive working environment that values employee contributions

Linkages: Excellence in Government

Initiatives:

Timeframe

		2020	2021	2022
4.1	Foster an environment that embraces respectful conflict as a creative catalyst			
4.2	Encourage staff to set personal development goals that will increase their ability to contribute to the success of the City			
4.3	Provide objective feedback that is effective in improving performance and effectiveness			
4.4	Provide professional development in support of professional designations			

Appendix

Department Goals and Initiatives being considered for next strategic and business plan cycle (2023-2027)

Goal 1: Strategically manage growth to address social and economic pressures

Initiatives:		Timeframe				
		2023	2024	2025	2026	2027
1.1	Land Use Bylaw refresh/update					

Goal 2: Foster an understanding of smart growth principles with the community

Initiatives:		Timeframe				
		2023	2024	2025	2026	2027
2.1	Ongoing public engagement for future long range planning initiatives such as Municipal Development Plans, Area Structure Plans and Area Redevelopment Plans					

Goal 3: Stakeholders are informed, engaged and satisfied with our services

Initiatives:		Timeframe				
		2023	2024	2025	2026	2027
3.1	Educate public on reasoning behind standards and decision making process					

Goal 4: Planning and development has a positive working environment that values employee contributions

Initiatives:		Timeframe				
		2023	2024	2025	2026	2027
4.1	Foster an environment that embraces respectful conflict as a creative catalyst					
4.2	Encourage staff to set personal development goals that will increase their ability to contribute to the success of the City					
4.3	Provide objective feedback that is effective in improving performance and effectiveness					

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