

PLANNING & DEVELOPMENT

Department Service Levels

Overview

The Planning and Development Department is dedicated to serving the public interest by guiding the city's growth and development with innovative and customer-oriented approaches. As leaders of change, we craft and implement statutory and policy frameworks that not only comply with legislation but also foster sustainable and authentic spaces that welcome everyone. Our efforts include collaboration with regional partners, implementation of the Municipal Development Plan, Area Structure Plans, and application of the Land Use Bylaw. We strive to balance development rights with community needs, ensuring that all projects contribute positively to the community's aspirations and enhance the safety and resilience of our built environment.



CITY OF
FORT SASKATCHEWAN

DEPARTMENT SERVICE LEVELS

Service level documentation includes Priority Based Budgeting (PBB) data to support service level understanding and enhance understanding of program costs.

PBB is a business planning and budgeting tool to help better understand City programs. Prioritization through results and attributes scoring shares new information about programs and the budget.

Results are drawn from the City's strategic plan and other guiding documents.

Attributes are additional characteristics that also affect a programs overall relevance and prioritization.

Individual results/attributes are scored 0 to 4 with score of 4 being critical in achieving result/attribute and score of 0 not having influence.

The total combined score of results and attributes places individual programs in a quartile grouping with quartile 1 and 2 programs more aligned with strategic goals, results and attributes and quartile 3 and 4 programs less aligned.



Safety Code Permit Review

PBB Program Area Description/Overview:

Provide pre-consultation services if needed, review plans and documentation, and issue permit.

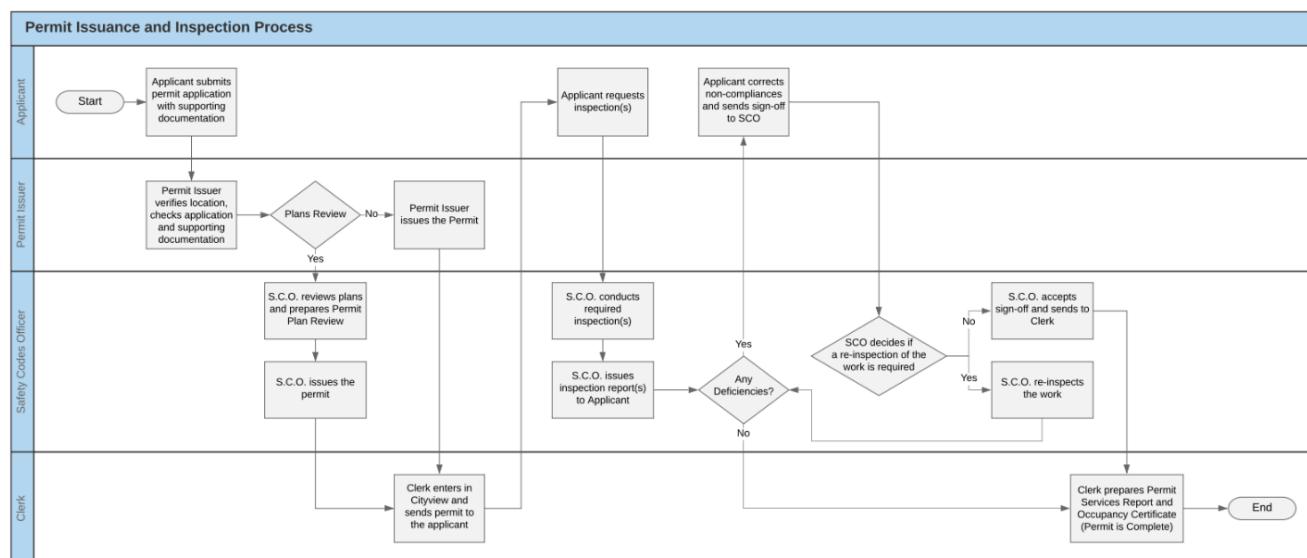
For detailed information about program cost, revenue, full-time equivalent, basic program attributes, and program results, refer to the [Program Summary Report](#).

Reason for Offering: A permit is required to determine whether a proposed construction or installation complies with building and safety codes, standards, and legislation. The permit review process and inspections are intended to secure the public protection from hazards and inadequate building construction, and to ensure provincial and federal codes, standards, and legislation have been satisfied.

Inventory/Volume/Demand: Approximately 2400 permits annually.

Frequency or Response Timing: Typically respond to customer inquiries within 24 hours.

Standard Operating Procedures/Specifications:



Service Levels: 1-3 Days

Policy Alignment: Safety Codes Permits

Legislation, Regulations or Standards: Safety Codes Act; National Building Code Alberta; National Energy Code of Canada for Buildings

Profile of Users: Builders; Residents

Compliance Letters and File Searches

PBB Program Area Description/Overview:

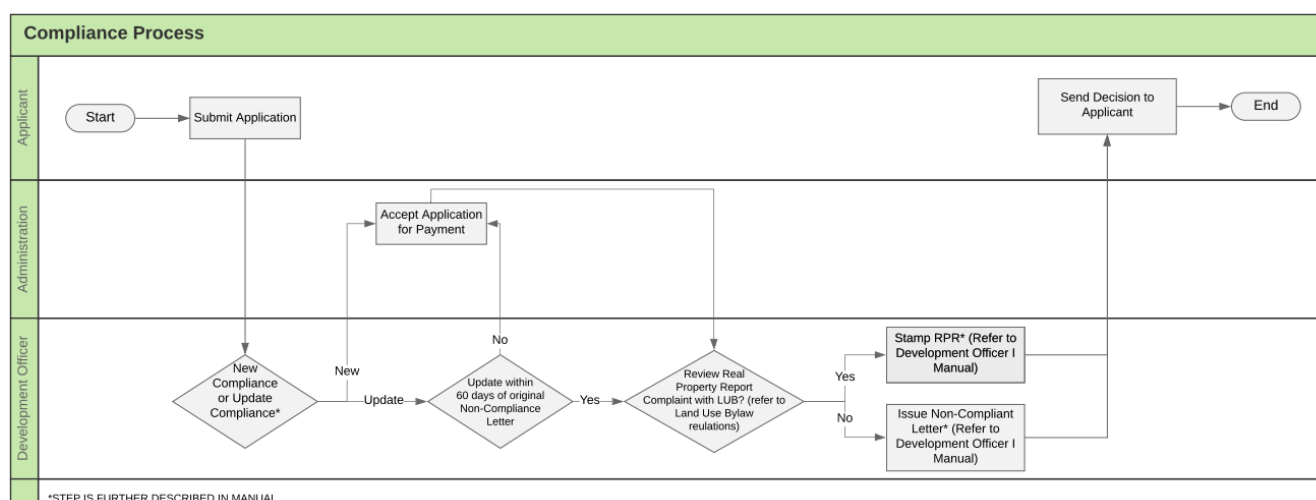
A compliance letter is a written report from the City identifying whether buildings and structures shown on the survey document have met regulations under the Land Use Bylaw and have the appropriate development permits. Review Planning & Development Services files (and circulate to various internal departments) 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.

For detailed information about program cost, revenue, full-time equivalent, basic program attributes, and program results, refer to the [Program Summary Report](#).

Reason for Offering: Service that the City provides to facilitate real estate transactions.

Inventory/Volume/Demand: Approximately 300 applications annually.

Standard Operating Procedures/Specifications:



Service Levels: Rush: 1 – 3 Days; Regular: up to two weeks

Policy Alignment: Compliance Certificate Policy

Profile of Users: Real Estate Agents; Real Estate Lawyers; Property Owners

Development Agreements

PBB Program Area Description/Overview:

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.

For detailed information about program cost, revenue, full-time equivalent, basic program attributes, and program results, refer to the [Program Summary Report](#).

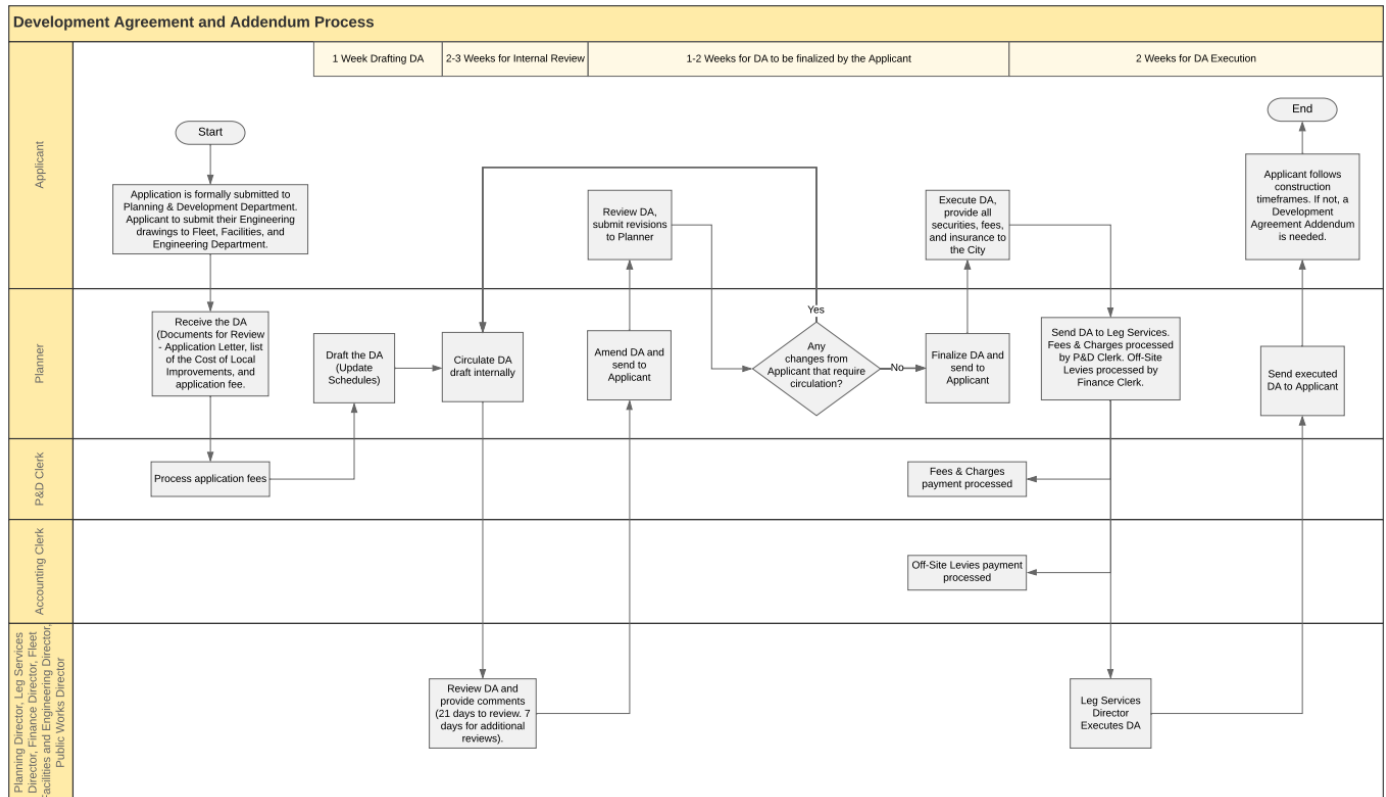
Reason for Offering: After a subdivision approval is granted by the Subdivision Authority, the developer may be required to enter into an agreement with the City to ensure that the development is constructed in accordance to the City of Fort Saskatchewan standards, and ensure that the

developer pays for the development's share of the infrastructure that it will benefit from.

Inventory/Volume/Demand: Demand based on growth/development trends.

Frequency or Response Timing: Approximately 10 per year.

Standard Operating Procedures/Specifications:



Service Levels: 5 – 7 Weeks

Legislation, Regulations or Standards: Municipal Government Act

Profile of Users: Developers; Builders

Administer the Land Use Bylaw

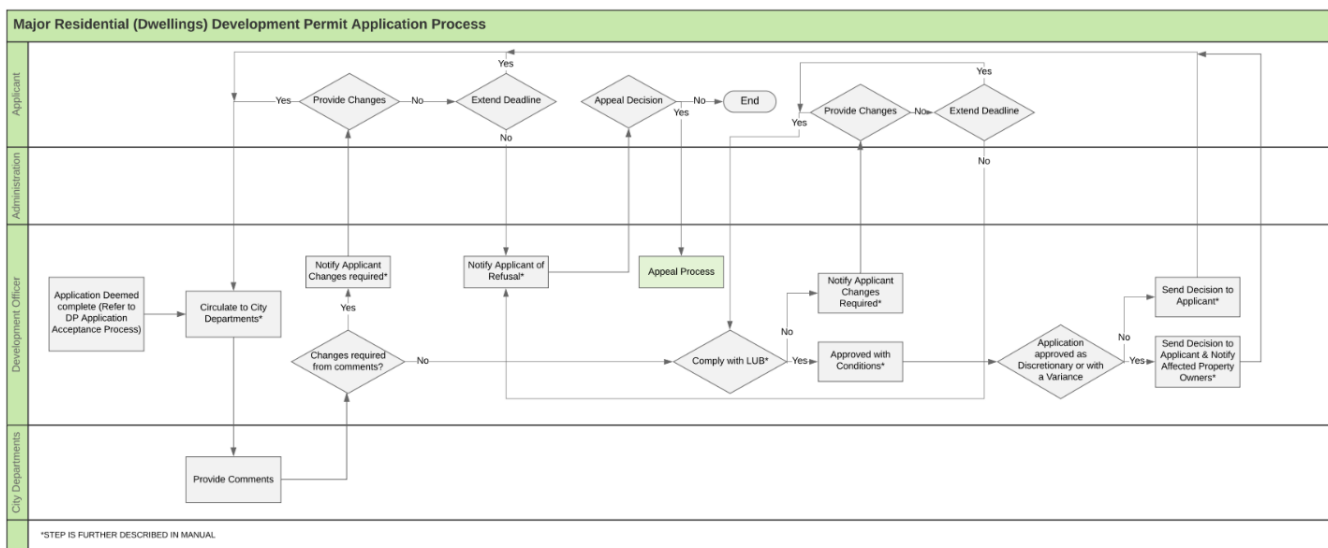
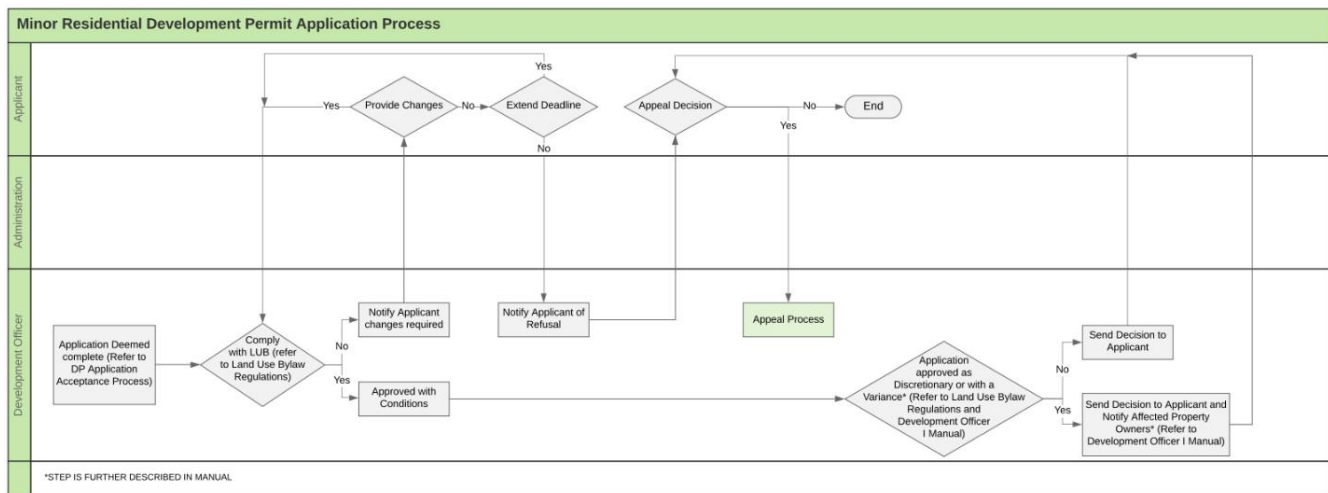
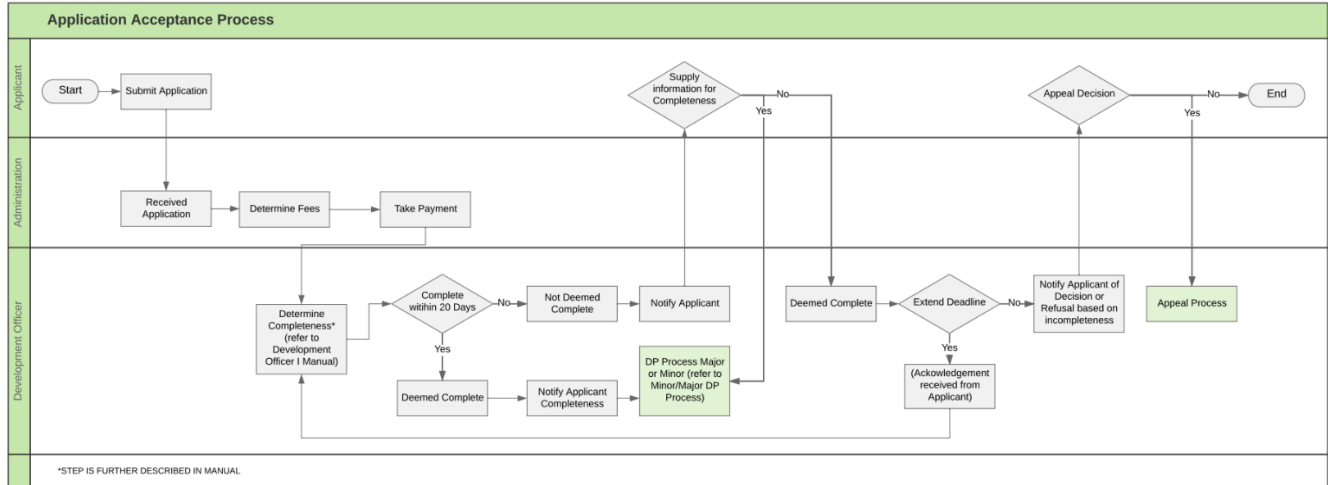
PBB Program Area Description/Overview:

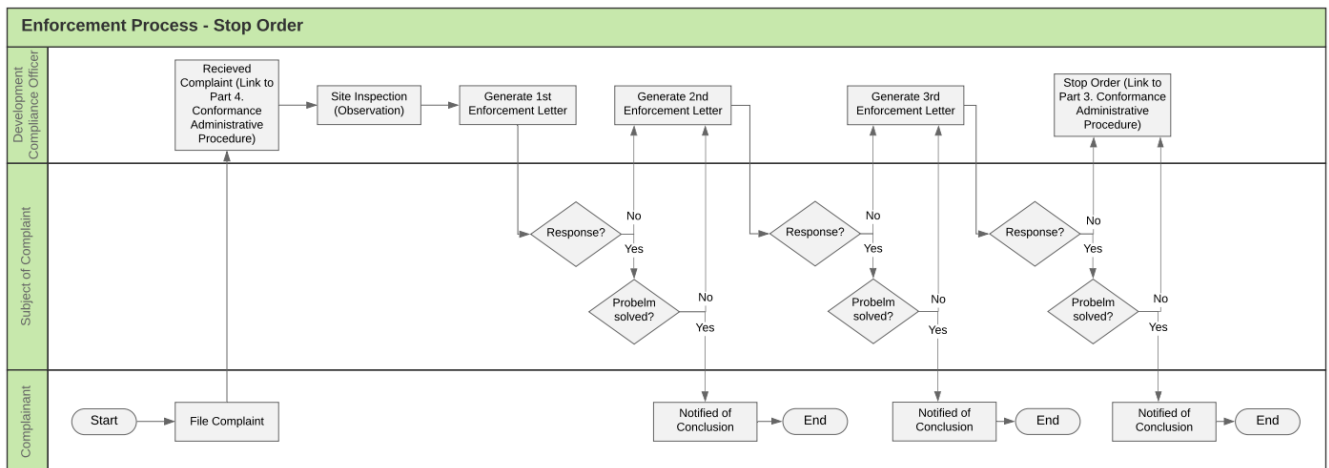
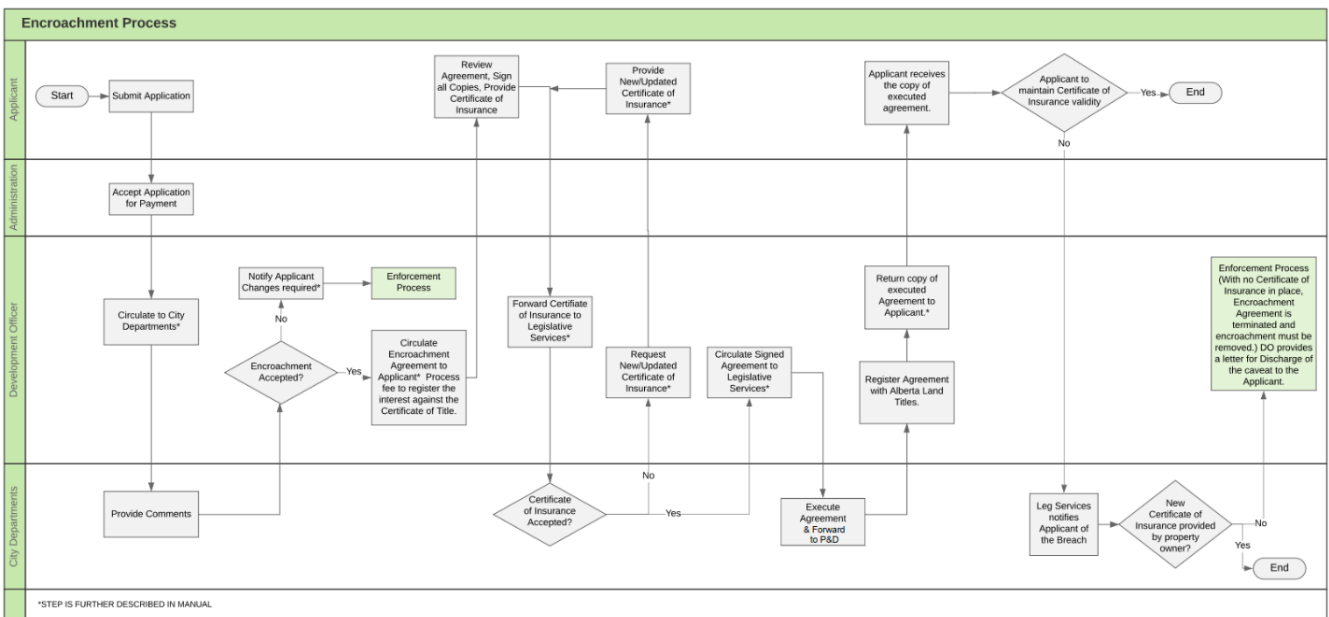
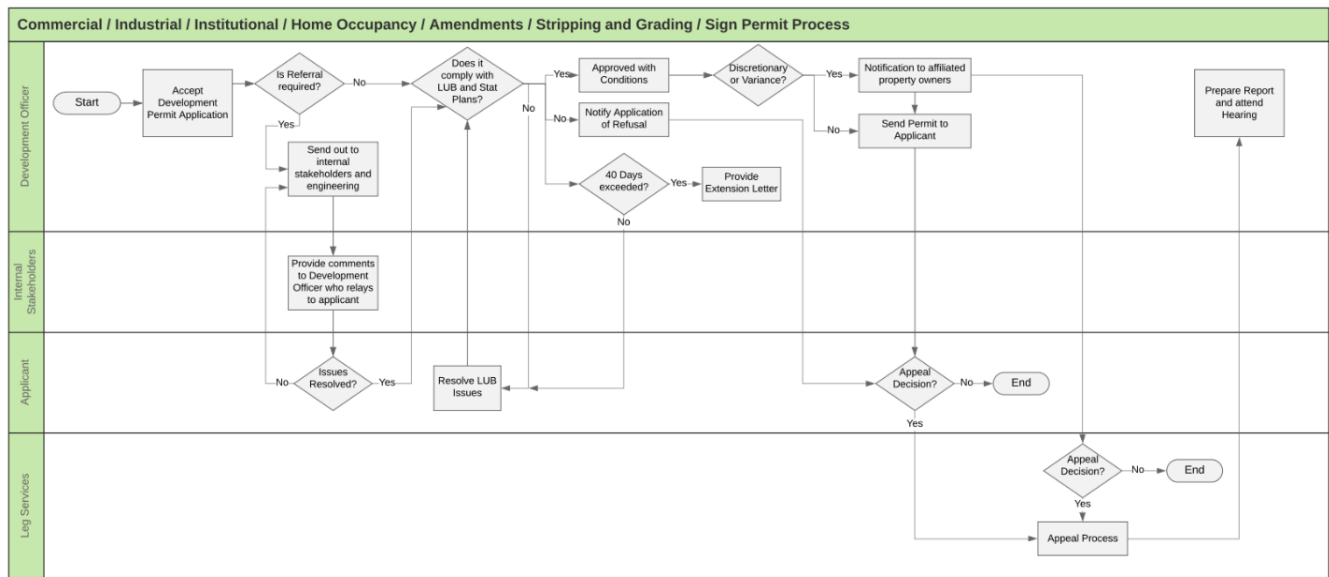
Administration of the Land Use Bylaw including processing development permit applications, enforcement letters and orders, appeals, and other related matters such as encroachment agreements. For detailed information about program cost, revenue, full-time equivalent, basic program attributes, and program results, refer to the [Program Summary Report](#).

Reason for Offering: A Development Permit ensures that you meet the rules of the land use bylaw (zoning). An encroachment agreement is a written confirmation between the City and an owner of a property which allows a structure that extends onto City or public property to remain in place.

Inventory/Volume/Demand: Approximately 650 applications per year.

Standard Operating Procedures/Specifications:





Service Levels: Residential Low-Density: 3 – 4 weeks; Commercial and Industrial: 4 – 8 weeks; Stripping and Grading: 2 – 3 weeks; Encroachment Agreements: 3 – 4 weeks.



Policy Alignment: General and Landscape Securities for Development Permits; Encroachment Agreements.

Legislation, Regulations or Standards: Municipal Government Act, City of Fort Saskatchewan Land Use Bylaw, Development Authority Bylaw

Profile of Users: Builders; Residents

School Planning & Agreements

PBB Program Area Description/Overview:

The City strives to meet the long-term needs and sustainability of the community by establishing and repurposing spaces for public and private school facilities. The City collaborates with the school boards and developers to allocate school sites and efficiently utilize existing facilities. Agreements are partnerships between the City of Fort Saskatchewan and the individual 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. For detailed information about program cost, revenue, full-time equivalent, basic program attributes, and program results, refer to the [Program Summary Report](#).

Reason for Offering: Mandated by the Municipal Government Act

Inventory/Volume/Demand:

Standard Operating Procedures/Specifications: Ongoing discussion and negotiation with school boards.

Service Levels: Finalize agreement by June 2023

Legislation, Regulations or Standards: Municipal Government Act; Municipal Development Plan

Profile of Users: School Boards

Redistrictings and Land Use Bylaw Amendments

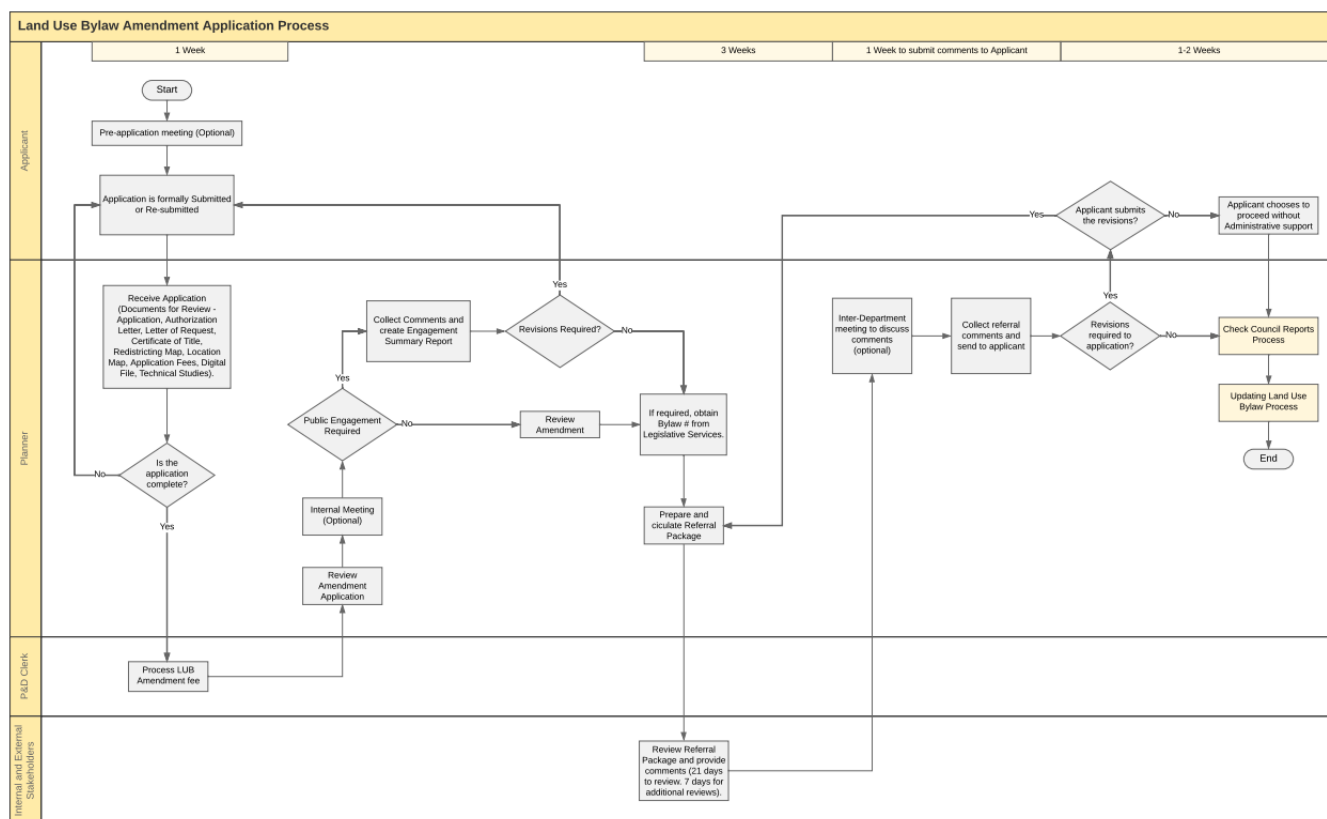
PBB Program Area Description/Overview:

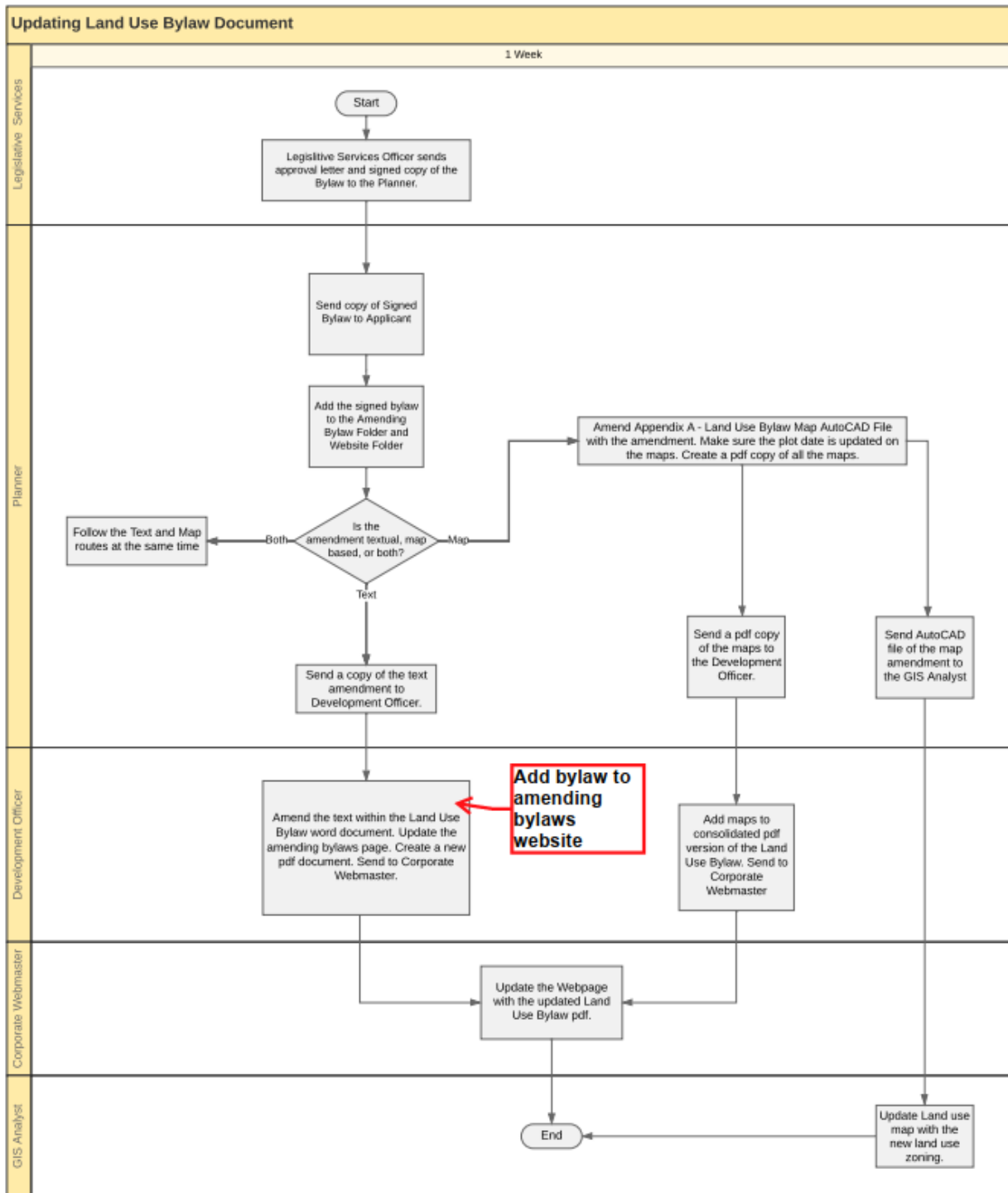
Processing, review, and preparation of applications to amend the Land Use Bylaw. This is typically the redistricting of parcels to reflect the direction provided in the higher-level planning documents. It can also include text amendments to the Bylaw. For detailed information about program cost, revenue, full-time equivalent, basic program attributes, and program results, refer to the [Program Summary Report](#).

Reason for Offering: Municipal Government Act mandates every municipality to adopt a Land Use Bylaw. Amendments to the Land Use Bylaw are required to facilitate development.

Inventory/Volume/Demand: Ongoing

Standard Operating Procedures/Specifications:





Municipal Development Plan Implementation

PBB Program Area Description/Overview:

The Municipal Development Plan (MDP) is intended to regularly measure and monitor the progress towards the community's aspirations for the future. The implementation targets set out in the MDP should be achieved upon reaching a population of 50,000 residents. This program includes planning projects identified as implementation initiatives in the MDP.

Reason for Offering: Achieves the strategic goals and policies of the Municipal Development Plan

Inventory/Volume/Demand: Can vary from year to year.

Frequency or Response Timing:

Standard Operating Procedures/Specifications:

Regional Planning and Intermunicipal Collaboration

PBB Program Area Description/Overview:

This includes activities related to the City's role within the Edmonton region, the Edmonton Metropolitan Region Board, other regional committees and collaborating with one or more municipal members to find efficiencies in service delivery. For detailed information about program cost, revenue, full-time equivalent, basic program attributes, and program results, refer to the [Program Summary Report](#).

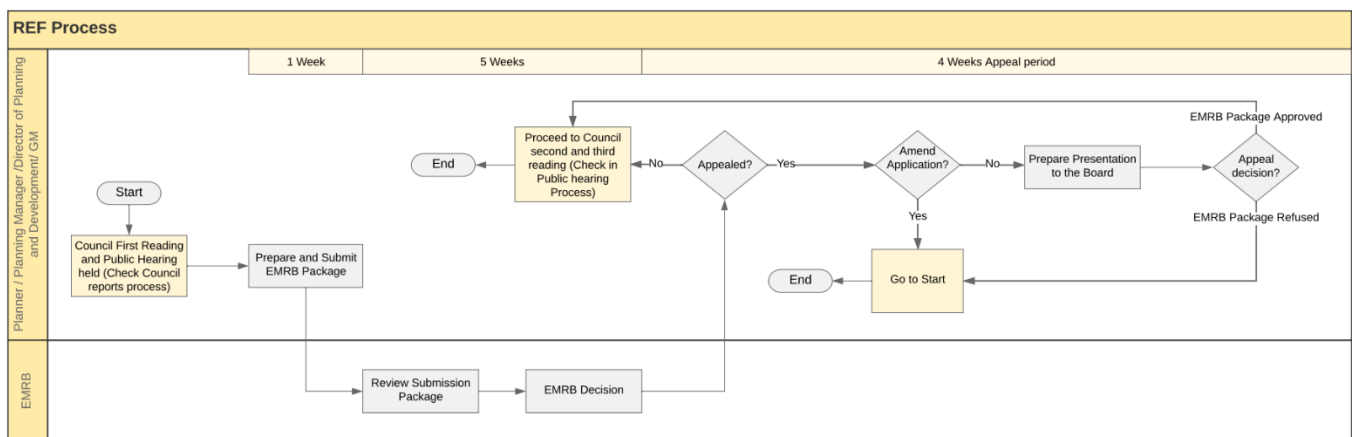
Reason for Offering: Provincially and regionally mandated.

Inventory/Volume/Demand: Dependent on regional development activity

Frequency or Response Timing: Time is dependent on legislation.

Standard Operating Procedures/Specifications:

Regional Evaluation Framework



Safety Codes Inspections & Compliance

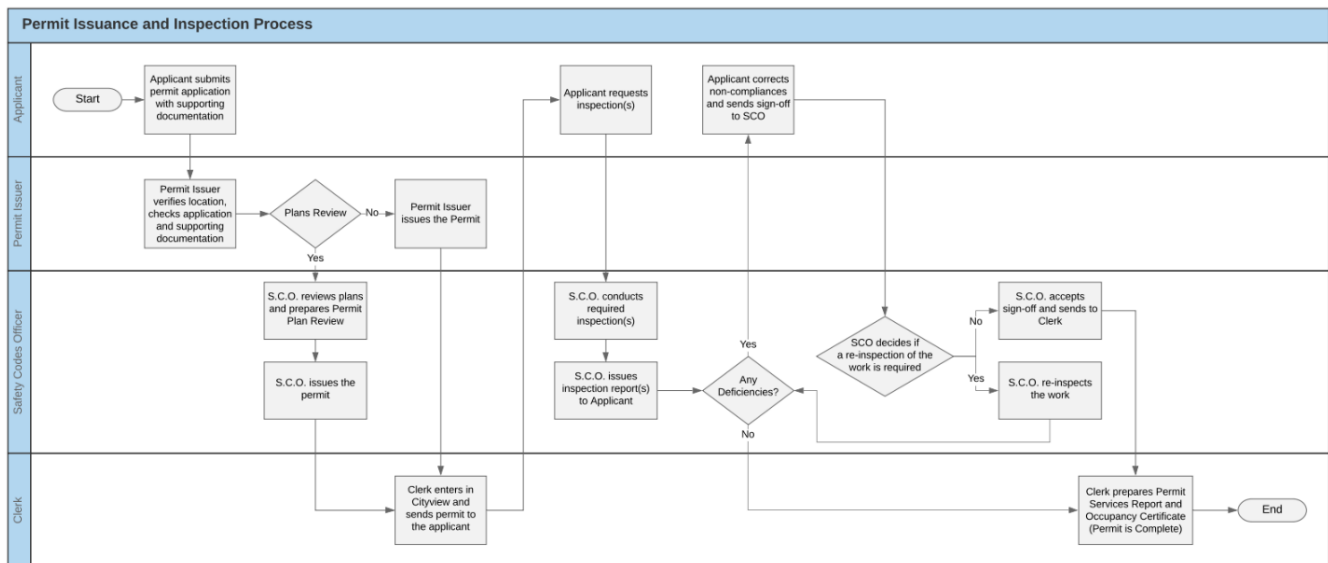
PBB Program Area Description/Overview:

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. For detailed information about program cost, revenue, full-time equivalent, basic program attributes, and program results, refer to the [Program Summary Report](#).

Reason for Offering: Provincially Mandated

Inventory/Volume/Demand: Dependent on construction/development activity.

Standard Operating Procedures/Specifications:



Service Levels: 1 – 5 days

Policy Alignment: Safety Codes Procedure; Safety Codes Occupancy Certificates; Safety Codes Inspections & Reporting; Safety Codes Inspection Requests Procedure; Safety Codes Inspection & Re-Inspection Fees Procedure

Legislation, Regulations or Standards: Safety Codes Act, Quality Management Plan

Profile of Users: Construction Industry; Builders; Residents

Statutory Plan Application, Review, and Processing

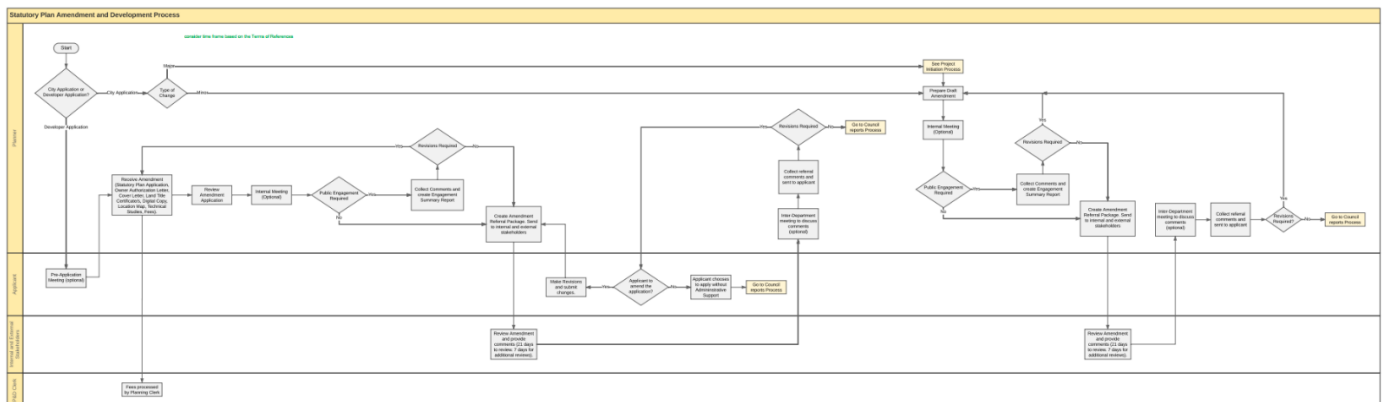
PBB Program Area Description/Overview:

Application processing and review of new Area Structure Plans (ASP), Neighbourhood Structure Plans (NSP), Outline Plans, Area Redevelopment Plans (ARP), as well as applications to amend these documents. These plans are prepared based on the direction provided by the Municipal Government Act and the Municipal Development Plan. For detailed information about program cost, revenue, full-time equivalent, basic program attributes, and program results, refer to the [Program Summary Report](#).

Reason for Offering: The Municipal Government Act (MGA) requires that municipalities adopt specific statutory plans to facilitate and manage growth. Statutory plans include Intermunicipal Development Plans, Municipal Development Plan, Area Structure Plans, and Area Redevelopment Plans. MGA also requires that statutory plans shall align and be consistent with each other.

Frequency or Response Timing: Statutory obligation to ensure consistency.

Standard Operating Procedures/Specifications:



Service Levels: 10 – 12 Weeks

Legislation, Regulations or Standards: Municipal Government Act; Edmonton Metropolitan Region Board Growth Plan

Profile of Users: Development Industry; Citizenry; Planning Staff; Council

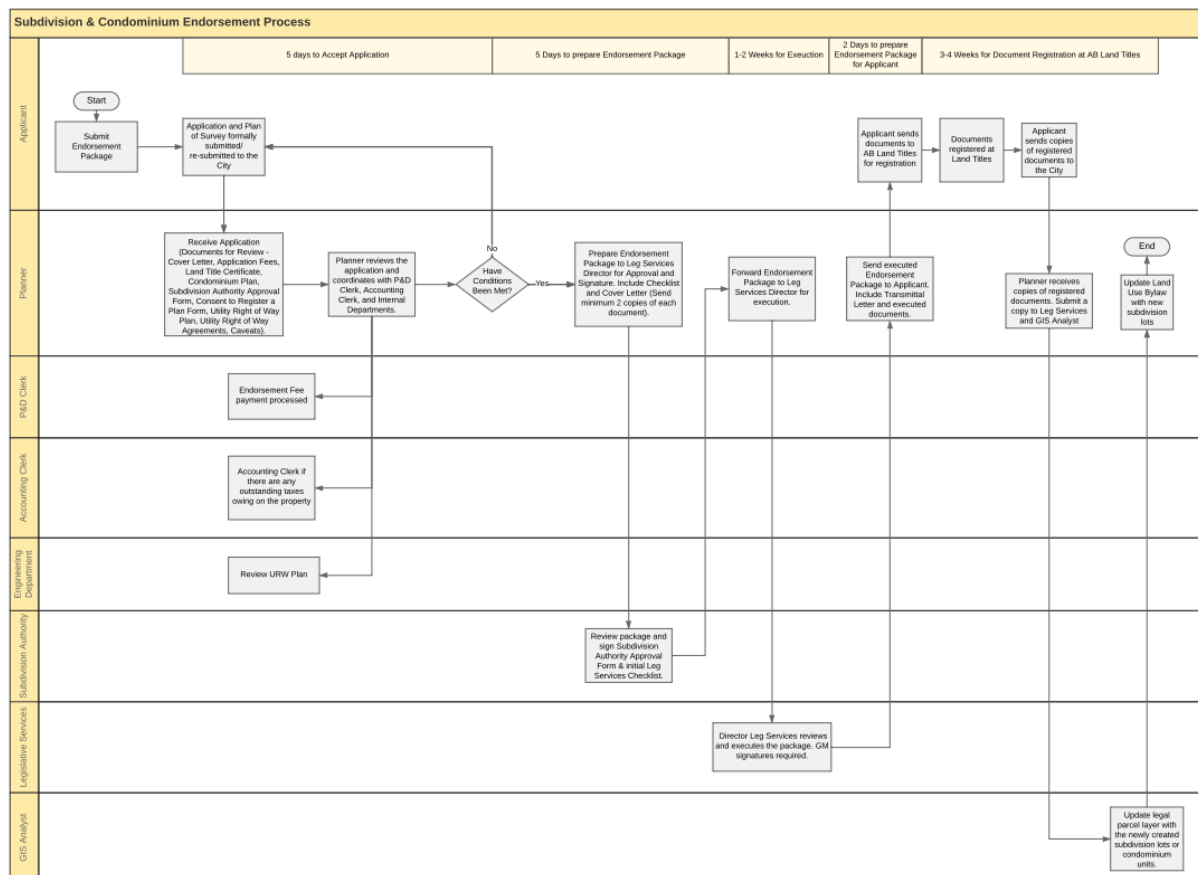
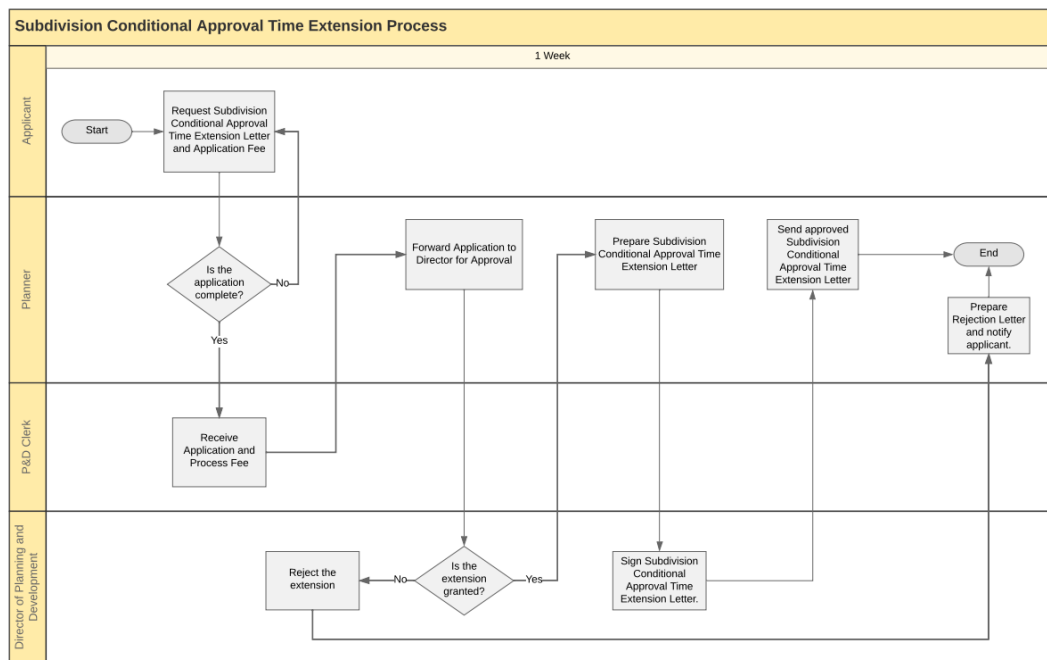
PBB Program Area Description/Overview:

For detailed information about program cost, revenue, full-time equivalent, basic program attributes, and program results, refer to the [Program Summary Report](#).

Inventory/Volume/Demand: Based on growth and development trends.

Standard Operating Procedures/Specifications:





Service Levels: 60 Days

Legislation, Regulations or Standards: Subdivision Authority Bylaw; Land Use Bylaw; Municipal Government Act; Subdivision and Development Regulation

Profile of Users: Development Industry