



City of *Cold Lake*

**PLANNING AND DEVELOPMENT  
SERVICES**

**2018 Year-End Report**



## PLANNING & DEVELOPMENT ANNUAL REPORT FOR 2018

### Administrative

Category	2018	2017
Home Based Business License	170	318
Commercial Business License	372	471
Trading Area Business License	167	377
Electrical Permit	104	153
Gas Permit	131	148
Plumbing Permit	50	77

- Hired new Administrative Assistant beginning February, 2018

### Development

Category	2018	2017	2016
Development Permits	118	178	195
Building Permits	116	125	157
Development Agreements Signed (Type 2)	1	1	5
Compliance Certificates	38	68	21

- Hired and trained a term Development Officer starting in June 2018
- 1 Development Officer attended the 2018 APPI/CIP Conference and the 2018 Community Planning Association of Alberta Conference
- 1 Development Officer attended the BILD Alberta Conference
- Approved Development Permit for Water Treatment Plant Expansion
- Approved Development Permits for 5 Cannabis Retail Stores
- External audit by the Safety Codes Council for issuance of safety codes permits

## **Subdivision**

<b>Category</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
<b>Subdivision Applications</b>	6	11	11	11
<b>Caveat Discharges</b>	22	42	52	38
<b>Postponement Requests</b>	0	1	0	3
<b>Development Agreements Signed (Type 1)</b>	0	1	1	0
<b>Utility Right of Way Applications</b>	6	4	1	6
<b>Condo Endorsement Applications</b>	0	1	1	1
<b>Addressing Requests</b>	14	7	18	39

- Subdivision Officer position has been held vacant since June 2017 and duties have been fulfilled by the Planner/Development Officer since that time
- Processed 1 Land Sale request
- Processed 2 Land Purchases for Road Widening
- Processed 3 Land Leases

## **Planning**

- Planner attended the Growing Rural Tourism Conference, the Alberta Land Institute Conference and the Alberta Professional Planners Institute Conference in Kananaskis
- Planner was a recipient of the Exceptional Mentor Award from the Alberta Professional Planners Institute
- One Planner has been off since June 2016 on Long-Term Disability with their duties being fulfilled by the remaining Planner.
- World Town Planning Day celebrations
  - Colouring Contest
- 7 items were processed for presentation to Council in 2018, consisting of:
  - 1 Fee Schedule Bylaw
  - 3 amendments to the Land Use Bylaw, including new regulations for cannabis-related businesses
  - 1 Area Structure Plan amendment
  - Mobile Vendor Policy
  - Updated and renewed the Business Retention and Attraction Incentive Program (BRAIP) policy
- By contrast 5 items were presented to Council in 2017:
  - 2 Fee Schedule Bylaws
  - 1 amendment to the Land Use Bylaw, including new regulations for Cannabis businesses
  - 1 Area Structure Plan amendment

- New Taxi Bylaw
- Planner also provided support/research for the following:
  - Lakeshore encroachments in Cold Lake
  - Renewable Energy Systems
  - Ongoing Annexation review and implementation
  - Listing of all planning policies per new *Municipal Government Act* requirements
  - Downtown parking
  - Free Libraries

## **Economic Development Advisory Committee (EDAC)**

- 3 applications for the BRAIP program were received and approved in 2018.
- Continued a focus on Tourism amenities in the City.
- Began planning a workshop to educate local businesses about procurement opportunities with the Department of National Defence.
- EDAC held eight of the ten scheduled meetings in 2018. Two meetings were cancelled due to lack of quorum at the time of meeting.

### **EDAC Members for 2018**

#### Council Members

Vicky Lefebvre – appointed October 2016 to 2017, reappointed 2018 to 2019

Kirk Soroka – appointed October 2018 to 2019

#### Members At Large

Bernard Lefebvre, Chair reappointed in 2018 for Two years (2020)

Harinder Kohli - did not seek reappointment in 2018

Isabel Myshaniuk, Vice Chair reappointed in 2017 for Two years (2019)

John Usher appointed in 2018 for Two years (2020)

Rosemarie Gardner appointed in 2017 for One year (2018) – appointment was cancelled

Lori Jacobson reappointed in 2018 for Two years (2020)

Norman Perreault appointed 2018 for Two years (2020)

Eric North appointed 2018 for One year (2019)

Larry Ashcroft appointed 2018 for Two years (2020)