

# Planning & Development Services Sustainment Reserve Service Funding Principles

## Background

When the Planning & Development Sustainment Reserve (the "Reserve") was established in 2003, its purpose was to fund operational stabilization, one-time packages, and capital expenditures to support Development & Business Approval's fee-supported core services. These core services were defined in the report accompanying Administration's recommendation to establish the Reserve (FB2003-49).

In the 20 years since the Reserve's establishment, the fee-funded services provided by Planning & Development Services ("PDS") to industry members have evolved, as has the regulatory system enabling planning and development in Calgary. As a result, an updated foundational document is needed to guide the use and administration of the Reserve.

## Purpose of Service Funding Principles

The Service Funding Principles are, in conjunction with the Reserve's Template, intended to replace previous guidance on use and administration of the Reserve, including but not limited to descriptions of Core Services, Core Processes and Value-Added Activities in FB2003-49.

All transfers from the Reserve must be aligned with these Service Funding Principles and the Reserve's purpose.

## Approvals Continuum

The services provided by PDS to Calgarians and industry members all fall on the Approvals Continuum. For a summary of these services, see Appendix 1.

## Transfers from the Reserve

All transfers from the Reserve must be used to support and enable services provided by Administration within and for PDS along the Approvals Continuum, as outlined below. The examples in the lists below are illustrative, but are not exhaustive. If a proposed expenditure falls within Category 1 or 2, it is eligible for funding from PDS fees.

- 1) **Category 1:** Services that PDS charges a fee for. Examples include:
  - a. Growth Applications
  - b. Land use amendments
  - c. Development permits
  - d. Building permits
  
- 2) **Category 2:** Services performed by Administration within and for PDS that are part of the overall regulatory regime. These services support and enable the continuity of current and future development or building approvals. Examples include:
  - a. Development specific policy
  - b. Zoning bylaw drafting and amendments
  - c. Local Area Planning
  - d. Service improvements & strategic support

## Appendix 1

### Our Approvals Continuum



**Regional Strategy:** Guides and influences planning and servicing decisions beyond our municipal borders.



**Policy:** Policy guides long-term planning in the city and sets parameters to the land development process.



**Growth Strategy & Funding:** Mechanism to facilitate growth that helps achieve strategic goals while maintaining City fiscal sustainability.



**Public Realm Implementation:** Public realm refers to the spaces around, between and within buildings that are generally accessible to the public. Public realm includes streets, sidewalks, parks, squares and open spaces. Areas within the public realm support public life and social interaction.



**Land Use:** Legal control of the use and intensity of development on a parcel of land.



**Outline Plan:** An outline plan is a non-statutory plan that is usually processed with Land Use Amendments, to ensure a workable distribution of land uses, open space and road network.



**Subdivision:** Process of dividing land into smaller parcels. Two basic types of subdivision are tentative plan, and subdivision by instrument.



**Infrastructure:** Once the civil engineering design for the infrastructure has been approved, grading & construction of the essential infrastructure can begin.



**Development:** A permit authorizing a development, issued by the development authority



**Building:** A building permit is required to construct a new building, also to relocate, repair, alter or make additions to existing buildings or structures.



**Occupancy:** An occupancy permit allows the occupancy or use of a building. In order to be granted occupancy the building must have passed a series of inspections ensuring that the building is safe.



**Building & Business Use:** During the post-occupancy stage, there are several future potential interactions with Planning & Development Services including but not limited to: business licensing, tenancy changes, alternations, and demolition.