

Infill Builders Permit Process Status

Expedited Infill Pilot

Recommendation

That the January 28, 2020, Urban Form and Corporate Strategic Development report CR_7180, be received for information.

Previous Council/Committee Action

At the April 23, 2019 Urban Planning Committee meeting, the following motion was passed:

1. That Administration provide a report on the status of the expedited permit process for infill builders.
2. That for the 2020 Infill Compliance Team Annual report to Urban Planning Committee, Administration:
 - Consult with stakeholders for input on infill construction practices.
 - Work with stakeholders to explore their suggestions in response to the April 23, 2019, Urban Form and Corporate Strategic Development report CR_6140, and provide a memo to Council in November 2019 with a progress update.
 - Explore options to introduce an excavation inspection and approval progress on infill projects.

Executive Summary

Action 14 of Edmonton's Infill Roadmap 2018 is to "improve permitting process timelines and consistency." This Action was reinforced through Recommendation 2 of the Office of the City Auditor's report CR_7280 Residential Infill Audit, presented to the Audit Committee on June 13, 2019, which also identified a need to implement changes to improve infill related development permit review timelines.

One of the primary ways in which Administration is supporting Action 14 and the City Auditor's recommendation is through a partnership with the Infill Development in Edmonton Association (IDEA) on a two-year pilot project, called the Expedited Infill Pilot. With training delivered by IDEA, this pilot educates builders on good construction practices and application standards so they can provide complete applications. In return, the City expedites review timelines for specific low-density residential infill development permit applications.

The Expedited Infill Pilot will help achieve ConnectEdmonton's goal of Urban Places, as supporting infill will increase density and support neighbourhood prosperity. The

pilot also supports the draft City Plan by encouraging development that creates functional, liveable and enjoyable communities.

Report

Improving infill development permit application review timelines is a longstanding priority for Administration, Council and the development industry. It fulfills both Action 14 of Edmonton's Infill Roadmap 2018 and Recommendation 2 of CR_7280 Residential Infill Audit, from the June 13, 2019, Audit Committee. The development of an expedited stream for infill development permits is one way to improve infill permit processing to remove barriers for infill development. Administration has already undertaken other opportunities including reviewing and amending regulations within the Zoning Bylaw 12800, ongoing stakeholder outreach and other process improvements.

Expedited Infill Pilot

The Expedited Infill Pilot is a partnership between the City of Edmonton and the Infill Development in Edmonton Association (IDEA). The pilot will operate for two years and involves two components:

- A Builder Education Program to improve knowledge of infill development, encourage high-standard construction practices, design basics and communication practices.
- An Expedited Infill Review Process to provide expedited development permit review timelines for eligible participants.

A compliance mechanism has also been developed to ensure that builders adhere to the good construction and application submission practices outlined in the education program.

Component One: Builder Education Program

Administration contracted IDEA to develop and deliver the Builder Education Program. From 2020 to 2021, the program will be known as the "IDEA Infill Certification Program". The program will be offered at least once annually.

The program aims to improve standards for infill development in Edmonton with regards to design, communication with neighbours, complete applications and good construction practices. There are a total of five courses in the program and each course requires participants to actively engage in a four-hour classroom session, followed by a one-hour, in-class examination. Participants must successfully complete all five courses in the program in order to submit applications through the expedited process. In November 2019, IDEA offered the first round of the Builder Education

Program and had more than 20 participants. The second round of courses is tentatively scheduled for the first quarter of 2020.

While everyone is welcome to enroll, this program is customized for builders and developers, specifically applicants who submit development permit applications.

Further details on the courses and associated fees are found in Attachment 1.

Component Two: Expedited Infill Review Process

The Expedited Infill Review Process provides reduced target review timelines for in-scope infill development permit application types. Applications submitted through the expedited process will be reviewed by a dedicated expedited infill Development Officer to ensure consistency, timeliness and efficiency. See Attachment 2 for the expedited process target timelines and a summary of applications that are eligible for expedited review.

Participants who have successfully completed the program and are in good standing on the compliance mechanism can participate in the expedited process.

Compliance Mechanism

As part of regular reviews and inspections, the Development Officer and Infill Compliance Team will ensure that participants in the Expedited Infill Pilot follow eligibility requirements when submitting applications and practice safe, courteous and responsible construction practices onsite.

If participants submit ineligible applications through the expedited stream or conduct unsafe work, they may be required to successfully retake relevant Builder Education Program course(s) before continuing to submit applications through the expedited process. Applications can also be made through the standard permitting process.

Data Monitoring and Reporting

Administration will provide an update at the end of the pilot that will include a report back on the targets and how they impacted the desired outcomes. The summary of results will also contain potential next steps for the Builder Education Program and Expedited Infill Review Process. The pilot will conclude in December 2021.

Corporate Outcomes and Performance Management

Corporate Outcome(s): Efficiency and Effective Services Delivery			
Outcome(s)	Measure(s)	Result(s)	Target(s)
Service delivery and process improvement	Infill development permit processing time	Class A Single Detached House 57 days* (2017)	Class A Single Detached House 21 days* for Expedited Infill Pilot Development Permit applications
		Class A Semi-detached House 43 days* (2017)	Class A Semi-detached House 21 days* for Expedited Infill Pilot Development Permit applications
		Class A Single Detached House with Secondary Suite 45 days* (2017)	Class A Single Detached House with Secondary Suite 21 days* for Expedited Infill Pilot Development Permit applications

*All timelines are reported in calendar days

Attachments

1. Builder Education Program Course Information
2. Expedited Infill Pilot Scope and Timelines

Others Reviewing this Report

- A. Laughlin, Acting Deputy City Manager, Financial and Corporate Services
- C. Owen, Deputy City Manager, Communications and Engagement
- R. Smyth, Deputy City Manager, Citizen Services
- B. Andriachuk, City Solicitor