



2025 SERVICE PLAN

Function 400 – Management of Development

PURPOSE:

This function provides planning and bylaw enforcement services for the Regional District. Planning services include the processing of development applications, responding to public enquiries regarding land use and development and the creation and implementation of long-range strategic planning documents such as the Regional Growth Strategy and Official Community Plans. Bylaw Enforcement services includes the investigation and enforcement of Regional District bylaws, with a focus on education and voluntary compliance.

OVERALL FINANCIAL IMPACT:

Total budget decreased to \$1,552,567 in 2025 compared to \$1,684,711 in 2024, which is a decrease of \$132,144 or 7.84%. The decrease is primarily due to a decrease of \$114,090 for the Housing Needs Assessment and decrease of \$30,000 in the capital budget.

Total requisition increased to \$659,290 in 2025 compared to \$637,155 in 2024, which is an increase of \$22,135 or 3.47% due to increase in contract costs and decrease in surplus brought forward from prior year.

The estimated tax rate decreased to \$0.0160/\$1,000 in 2025 compared to \$0.0164/\$1,000 in 2024, which is a decrease of \$0.0004/\$1,000 or 2.44%.

In 2024, surplus of \$601,032 was carried forward under the Surplus/Deficit line item. However, in 2025, the anticipated surplus of \$564,987 from 2024 was carried forward into the Operating Maintenance Reserve line item instead of the Surplus/Deficit line.

Fees and Permits revenue decreased by \$14,000 to account for a decrease in application fees and bylaw fine revenue in 2024.

Transfer from Special Purpose Operating Reserve decreased by \$105,120 to reflect the reduction of costs required in 2025 for the Regional Climate Resiliency Plan. The project will be complete in 2025.

Training and Development increased by \$15,450 to account for training for additional staff, including a new manager and specific training required to support the implementation of the Development Services and Process Management Digital Software Solution (PLL).

Conferences and Seminars increased by \$12,000 to account for additional staff. This ensures staff are able to attend annual professional conferences to obtain professional development credits and maintain professional designations/associations.

Contracts for Services decreased by \$175,000 as a result of creating project-specific GL codes and a reduced reliance on external contracts due to increased staffing levels and departmental capacity.

Advertising Services decreased by \$25,700 due to lack of local newspapers and new requirements for public notice being predominantly digital.

Legal Services increased by \$9,000 to account for projected legal reviews on large projects and support for updating processes and procedures.

Regional Growth Strategy decreased by \$32,108 as the project is in its final phase and is anticipated to be completed by Q3 2025.

Housing Needs Assessment Update decreased by \$114,090 as the project completed in 2024 and now staff are shifting to implementation.

North Peace Fringe Area OCP decreased by \$30,000 as the housekeeping project is being undertaken internally by staff.

Regional Zoning Bylaw increased by \$20,000 as the project is progressing well and engagement is anticipated to start in Q2 of 2025.

SUPPLEMENTAL REQUESTS & CARRY FORWARD PROJECT(S):

Operating Projects

Project Description	Prior Budget	Prior Spent	2025 Budget
Rural Official Community Plan	\$0	\$0	\$50,000

SIGNIFICANT ISSUES & TRENDS:

Trends identified for 2025 include increased staffing levels and decreased reliance on external contracts. We anticipate completion of several large projects in 2025 including the Regional Growth Strategy and Regional Climate Resiliency Plan. The Regional Zoning Bylaw project is also anticipated to make significant progress throughout 2025 with initial rounds of engagement planned for spring of 2025. Staff are proposing to begin work on the Rural Official Community Plan in late 2025 by preparing and posting an RFP to retain a qualified consultant to assist with the project, as outlined in the 2025 Supplemental Request attached to the Draft Budget Package.

RESERVE SUMMARY:

Operating Maintenance Reserve: Balance on November 30, 2024 - \$217,063.

Special Purpose Operating Reserve (Carbon Reserve): Balance on November 30, 2024 - \$881,345.

Operating Reserve Purpose: Green Carbon Reserve Fund purpose is for projects that reduce carbon emissions or advance PRRD towards carbon neutrality. This reserve is being used to fund the Regional Climate Resiliency Plan.



General Operating Fund

400 Management of Development

	2024 Actuals	2024 Approved Budget	2025 1. Provisional Budget Budget	2024 to 2025 Budget Change	2024 to 2025 Budget Change %
REVENUES					
1-0010 Requisition					
01-1-0010-0015 Requisition	(637,155.00)	(637,155.00)	(659,290.00)	(22,135)	3.47%
Total 1-0010 Requisition	(637,155.00)	(637,155.00)	(659,290.00)	(22,135)	3.47%
1-0020 Surplus/Deficit					
01-1-0020-0020 Surplus/Deficit	(601,032.00)	(571,032.00)		571,032	(100.00%)
Total 1-0020 Surplus/Deficit	(601,032.00)	(571,032.00)		571,032	(100.00%)
1-0030 Grants					
01-1-0030-0000 General					
01-1-0030-0031 Provincial Grants-in-lieu	(52,103.88)	(24,715.00)	(26,070.00)	(1,355)	5.48%
01-1-0030-0033 Provincial	(197,781.57)	(217,309.00)	(216,280.00)	1,029	(0.47%)
01-1-0030-0034 Municipal Grants-in-lieu	(1,933.30)		(560.00)	(560)	
Total 1-0030 Grants	(251,818.75)	(242,024.00)	(242,910.00)	(886)	0.37%
1-0050 Fees and Permits					
01-1-0050-0000 Fees - General	(13,322.50)	(28,000.00)	(15,000.00)	13,000	(46.43%)
01-1-0050-0051 Bylaw Fines	(850.00)	(1,500.00)	(500.00)	1,000	(66.67%)
Total 1-0050 Fees and Permits	(14,172.50)	(29,500.00)	(15,500.00)	14,000	(47.46%)
1-0070 Investment Income					
01-1-0070-0071 Interest on Reserves	(10,626.13)				
Total 1-0070 Investment Income	(10,626.13)				
1-0120 Administration					
01-1-0120-0040 Administration Fees	(50,000.00)	(50,000.00)	(50,000.00)		
Total 1-0120 Administration	(50,000.00)	(50,000.00)	(50,000.00)		
1-0130 Conditional Transfers					
01-1-0130-0000 Conditional Transfer					
Total 1-0130 Conditional Transfers					
1-0140 Transfer from Reserves					
01-1-0140-0139 Operating Maintenance Reserve			(564,987.00)	(564,987)	
01-1-0140-0140 Special Purpose Operating Reserve	(84,569.62)	(125,000.00)	(19,880.00)	105,120	(84.10%)
Total 1-0140 Transfer from Reserves	(84,569.62)	(125,000.00)	(584,867.00)	(459,867)	367.89%
TOTAL REVENUES	(1,649,374.00)	(1,654,711.00)	(1,552,567.00)	102,144	(6.17%)
EXPENDITURES					
2-1000 General Expenditures					
01-2-1000-1010 Wages - Full Time	428,272.95	612,786.00	652,307.00	39,521	6.45%
01-2-1000-1030 Benefits	87,996.58	183,836.00	195,692.00	11,856	6.45%
01-2-1000-1040 WCB	8,645.56	11,643.00	13,698.00	2,055	17.65%
01-2-1000-2030 Phone/Internet	3,063.75	1,540.00	4,200.00	2,660	172.73%
01-2-1000-2050 Miscellaneous		765.00	750.00	(15)	(1.96%)
01-2-1000-2070 Insurance - Liability	2,370.52	2,400.00	2,700.00	300	12.50%
01-2-1000-3016 Mileage	4,587.33	3,000.00	4,000.00	1,000	33.33%
01-2-1000-3020 Meals	3,352.48	2,500.00	3,000.00	500	20.00%
01-2-1000-3030 Training & Development	11,983.84	8,000.00	23,450.00	15,450	193.13%
01-2-1000-3040 Conferences & Seminars	11,190.19	12,000.00	24,000.00	12,000	100.00%



General Operating Fund

400 Management of Development

	2024 Actuals	2024 Approved Budget	2025 1. Provisional Budget Budget	2024 to 2025 Budget Change	2024 to 2025 Budget Change %
01-2-1000-3050 Memberships	880.43	4,000.00	4,000.00		
01-2-1000-3060 Meetings	229.48	2,000.00	2,000.00		
01-2-1000-3100 Contract for Services	868.18	200,000.00	25,000.00	(175,000)	(87.50%)
01-2-1000-3440 Board of Variance		5,000.00	5,000.00		
01-2-1000-4225 Fees and Service Charges	750.00	750.00	750.00		
01-2-1000-4425 Software and Software Licensing	87.70		46,545.00	46,545	
01-2-1000-5010 Advertising Services	2,860.87	35,700.00	10,000.00	(25,700)	(71.99%)
01-2-1000-5030 Legal Services	64,303.70	51,000.00	60,000.00	9,000	17.65%
01-2-1000-5120 Supplies - Office	4,942.78	3,060.00	5,500.00	2,440	79.74%
Total 2-1000 General Expenditures	636,386.34	1,139,980.00	1,082,592.00	(57,388)	(5.03%)
2-1100 Administration					
01-2-1100-1110 Banking Fees	2,171.60	5,000.00	5,000.00		
Total 2-1100 Administration	2,171.60	5,000.00	5,000.00		
2-1150 Allocations					
01-2-1150-1160 Indirect Cost Allocation	20,432.00	20,432.00	21,381.00	949	4.64%
01-2-1150-1190 PRRD Vehicles	26,909.00	26,909.00	31,704.00	4,795	17.82%
Total 2-1150 Allocations	47,341.00	47,341.00	53,085.00	5,744	12.13%
2-1200 Finance					
01-2-1200-3050 Memberships (FIN)					
Total 2-1200 Finance					
2-1250 Bylaw Enforcement					
01-2-1250-1010 Wages - Full Time	71,865.11	74,771.00	77,701.00	2,930	3.92%
01-2-1250-1030 Benefits	21,434.20	22,431.00	23,310.00	879	3.92%
01-2-1250-1040 WCB (BL ENF)	1,481.06	1,421.00	1,632.00	211	14.85%
01-2-1250-2030 Phone/Internet (BL ENF)	96.30		1,625.00	1,625	
01-2-1250-2050 Miscellaneous	121.90	765.00	1,250.00	485	63.40%
01-2-1250-3010 Travel (BL ENF)		510.00		(510)	(100.00%)
01-2-1250-3016 Mileage - in region (BL ENF)			500.00	500	
01-2-1250-3020 Meals (BL ENF)	2,280.97	2,500.00	2,500.00		
01-2-1250-3040 Conf. & Seminars (BL ENF)	3,030.30	3,000.00	3,500.00	500	16.67%
01-2-1250-3070 Bylaw Fees		102.00	100.00	(2)	(1.96%)
01-2-1250-5030 Legal Services (BL ENF)	39,401.35	40,800.00	40,000.00	(800)	(1.96%)
Total 2-1250 Bylaw Enforcement	139,711.19	146,300.00	152,118.00	5,818	3.98%
2-3400 Development Services Projects					
01-2-3400-3411 South Peace Fringe OCP					
01-2-3400-3412 Regional Growth Strategy	135,326.42	112,000.00	79,892.00	(32,108)	(28.67%)
01-2-3400-3413 Housing Needs Assessment Update	27,925.00	124,090.00	10,000.00	(114,090)	(91.94%)
01-2-3400-3415 North Peace Fringe OCP		40,000.00	10,000.00	(30,000)	(75.00%)
01-2-3400-3420 South Peace CDP					
01-2-3400-3430 West Peace CDP					
01-2-3400-3431 West Peace OCP					
01-2-3400-3435 Regional Zoning Bylaw		40,000.00	60,000.00	20,000	50.00%
01-2-3400-3436 Subdiv and Servicing Bylaw			5,000.00	5,000	
01-2-3400-3437 Rural OCP			50,000.00	50,000	
01-2-3400-3438 Climate Resiliency Plan	84,569.62		29,880.00	29,880	



General Operating Fund

400 Management of Development

	2024 Actuals	2024 Approved Budget	2025 1. Provisional Budget Budget	2024 to 2025 Budget Change	2024 to 2025 Budget Change %
Total 2-3400 Development Services Projects	247,821.04	316,090.00	244,772.00	(71,318)	(22.56%)
2-8100 Transfers to Reserve					
01-2-8100-8115 Operating Maintenance Reserve			15,000.00	15,000	
01-2-8100-8120 Special Purpose Operating Reserve					
01-2-8100-8150 Interest on reserves	10,626.13				
Total 2-8100 Transfers to Reserve	10,626.13		15,000.00	15,000	
TOTAL EXPENDITURES	1,084,057.30	1,654,711.00	1,552,567.00	(102,144)	(6.17%)
OPERATING SURPLUS/DEFICIT	(565,316.70)				
CAPITAL REVENUES					
7-0010 Requisition					
01-7-0010-0015 Requisition					
Total 7-0010 Requisition					
7-0020 Surplus/Deficit					
01-7-0020-0020 Surplus/Deficit		(30,000.00)		30,000	(100.00%)
Total 7-0020 Surplus/Deficit		(30,000.00)		30,000	(100.00%)
TOTAL CAPITAL REVENUES		(30,000.00)		30,000	(100.00%)
CAPITAL EXPENDITURES					
8-8500 Capital Expenditures					
01-8-8500-8508 IT Infrastructure		30,000.00		(30,000)	(100.00%)
Total 8-8500 Capital Expenditures		30,000.00		(30,000)	(100.00%)
TOTAL CAPITAL EXPENDITURES		30,000.00		(30,000)	(100.00%)
CAPITAL SURPLUS/DEFICIT					
SUMMARY					
OPERATING AND CAPITAL REQUISITION					
01-1-0010-0015 Requisition	(637,155.00)	(637,155.00)	(659,290.00)	(22,135)	3.47%
01-7-0010-0015 Requisition					
Total OPERATING AND CAPITAL REQUISITION	(637,155.00)	(637,155.00)	(659,290.00)	(22,135)	3.47%
TOTAL BUDGET	1,084,057.30	1,684,711.00	1,552,567.00	(132,144)	(7.84%)

**Peace River Regional District - 2025 Tax Rate Sheet
EXHIBIT 400
Management of Development**

Basis of Apportionment:

Electoral Areas: Converted Hospital Assessments - Land & Improvements

Municipalities: Converted General Municipal Assessments - Land & Improvements

Tax Rate or Other Limitations: None
LGA 238

	Requisition Amount		Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
	Regular	Housing Needs Assessment					
Tumbler Ridge	18,339		0.0184	99,787,593	2.42%	-	18,339
Dawson Creek	51,476	8,265	0.0154	280,090,314	6.78%	-	43,212
Hudson's Hope	9,482	1,522	0.0154	51,591,948	1.25%	-	7,959
Fort St. John	109,550		0.0184	596,077,226	14.43%	-	109,550
Taylor	8,568		0.0184	46,621,066	1.13%	-	8,568
Pouce Coupe	2,367	380	0.0154	12,878,487	0.31%	-	1,987
Chetwynd	12,842	2,062	0.0154	69,877,526	1.69%	-	10,781
Area B	239,919	38,521	0.0154	1,305,433,254	31.60%	-	201,399
Area C	50,671	8,136	0.0154	275,706,972	6.67%	-	42,535
Area D	136,762	21,958	0.0154	744,138,592	18.01%	-	114,804
Area E	119,313	19,156	0.0154	649,195,892	15.71%	-	100,156

See Area E Jurisdiction Split Below

Total	759,290	(100,000)	0.0184	4,131,398,870	100.00%	-	659,290
		659,290					

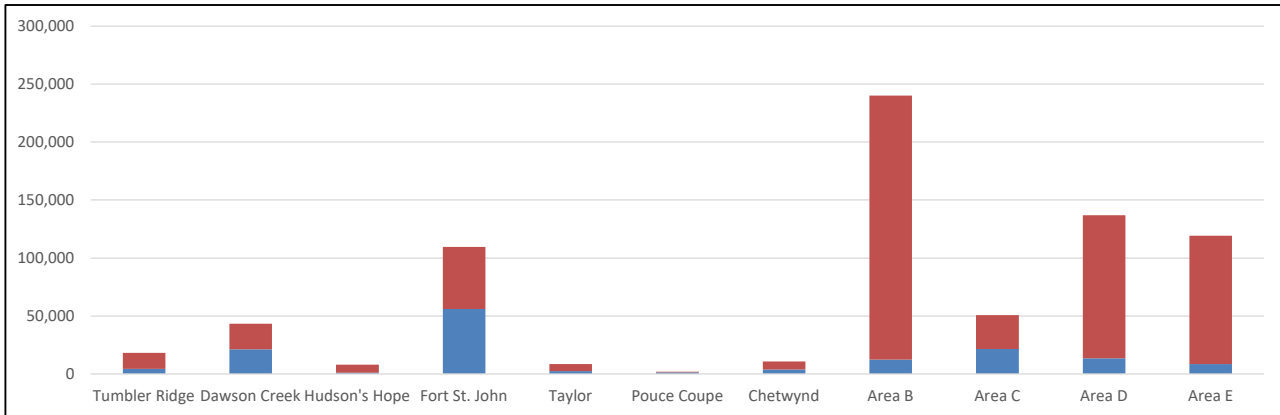
Area E - Jurisdiction 759	117,707.32	(18,898.72)		640,461,343	98.65%	-	98,809
Area E - Jurisdiction 760	1,605.28	(257.74)		8,734,549	1.35%	-	1,348
	119,313	(19,156)		649,195,892	100%	-	100,156

Municipal Requisition	200,396						200,396
Electoral Area Requisition	546,664						458,894
Total Requisition	747,061						659,290

	2025	2024	Change \$	Change %
Total Operating Budget	\$ 1,552,567	\$ 1,654,711	\$ (102,144)	-6.17%
Total Capital Budget	\$ -	\$ 30,000	\$ (30,000)	
Total Budget	\$ 1,552,567	\$ 1,684,711	\$ (132,144)	-7.84%
Total Requisition	\$ 659,290	\$ 637,155	\$ 22,135	3.47%
Total Assessment	4,131,398,870	3,877,383,646	\$ 254,015,224	6.55%
Tax Rate	0.0160	0.0164	-0.0004	-2.44%
Estimated tax on \$250,000 total assessment **	\$ 4.00	\$ 4.10	\$ (0.10)	-2.44%
Operating Maint Reserve at Nov 30	-	\$ 217,063		
Capital Reserve at Nov 30				

Class 1 - Residential

Total All Other Classes



** The estimate is based on the assumption that the total assessment of \$250,000 consists of \$100,000 land value and \$150,000 improvement (buildings) value

2025 Budget - Supplemental Request

Rural Official Community Plan Bylaw Update

Department:	Development Services	Supplemental Type:	Operating Supplemental - One-time
Division:	Land Use Planning	Priority:	Medium
Function:	Management of Development - 400		

Description

Rural Official Community Plan Bylaw No. 1940, 2011 is now over 14 years old and covers the most land of any of the PRRD's 4 OCPs. The Rural OCP sets out the long range land use plan for the rural areas of Area B, Area D and Area E. Over the past 14 years there have been some significant changes to legislation in addition to new growth and development in many of the rural areas. Staff are proposing to begin the process of updating this OCP in late 2025 in order to modernize the bylaw and bring it into compliance with current legislation. Staff will also investigate whether incorporating the West Peace Fringe Area OCP into the Rural OCP bylaw is feasible. This project will require the services of a consultant and staff will look to prepare an RFP for late 2025. It is anticipated that this project will take a minimum of 18 months to complete.

Financial Information

Capital

Funding Sources	2025	2026	2027	2028	2029	5 Year Total
						-
						-
	-	-	-	-	-	-

Expenses

	2025	2026	2027	2028	2029	5 Year Total
						-
						-
	-	-	-	-	-	-

Operating

Funding Sources	2025	2026	2027	2028	2029	5 Year Total
Requisition	50,000	150,000				200,000
						-
						-
	50,000	150,000	-	-	-	200,000

Expenses

	2025	2026	2027	2028	2029	5 Year Total
Rural OCP Bylaw Update	50,000	150,000				200,000
						-
						-
						-