

Administrative Backgrounder

Councillor Notice of Motion

Title	Permit Application Timelines (Mayor Hnatiw)
Purpose of Report	To provide information in response to Mayor Hnatiw's Notice of Motion made at the April 8, 2025, Regular Council Meeting.
Proposed Motion(s)	That Council direct Administration to bring forward, by September 9, 2025, a review of typical application processing timelines for all municipal development and building permit types, with reference to internal resourcing and service levels, typical process, other government requirements, benchmarks to other municipalities, and opportunities for improvement.
Previous Council / Committee Direction	N/A
Strategic Alignment	<p><u>Planned Growth</u></p> <p>The Motion could support information for decision making regarding low cost and minimum red tape regulations.</p> <p><u>Collaborative Governance</u></p> <p>The motion could support information for decision making regarding transparent and action-oriented decision making based on sound rational.</p>
Statutory Requirement Considerations	<ul style="list-style-type: none"> The <i>Municipal Government Act</i> regulates timelines for approval of Development Permits including the 20 day completeness phase, 40 day decision making phase and 21 day appeal period. Safety Code Permit timelines are regulated via the Alberta Permit Regulation, Alta Reg 204/2007 and the Joint Sturgeon County, Bon Accord, Gibbons, Legal and Redwater Quality Management Plan.
Alignment to Levels of Service Delivery	Established general service levels are the minimum service levels for development as regulated by the <i>Municipal Government Act</i> , Safety Code Permits, and the Quality Management Plan.
Anticipated Human Resource Requirements	Internal staff resources will be allocated to carry out the tasks associated with this motion.

Anticipated Financial Resource Requirements	None
Additional Background Information	<ul style="list-style-type: none"> Sturgeon County annually tracks approval times for Development Permits and Building Permits through reporting to Statistics Canada, and the Canadian Home Builders Association (CHBA) requests. Permit statistics tracking is currently a manual process; however, as part of the Digital Permitting system Implementation, automation opportunities are being explored. An important qualifier in the motion is the term “typical”. Administration is confident in stating that the County’s current processes result in completion timing far exceeding statutory requirements, and where timelines are longer than our typical approval times, they tend to be associated with unfulfilled requirements on the part of the applicant, or processes that include other levels of government or government agencies. Should Council approve the notice of motion, Administration will carry out the following tasks before the September 9th meeting of Council and include a presentation that addresses the following tasks: <ul style="list-style-type: none"> Identifying regulated approval timelines for municipal permits and building permits. Identify associated workflows to outline resourcing and process. Identify historical approval timelines for approvals of typical municipal and building permit approvals for the last two (2) years. Identify any outliers and reasons for approvals requiring longer than typical timelines. Identify permit conditions or approval processes that may require referrals outside of the County and the typical timelines for securing those approvals or comments. Research typical timelines for municipal development and building permits approvals in up to five (5) comparator municipalities, as information is available, including both rural and urban municipalities within the region and beyond. Review service level goals for municipal and building permit approval, and what process improvements or resource requirements may be needed to achieve those goals.
Attachment(s)	N/A
Report Reviewed by:	<p>Tyler McNab, Acting Manager, Planning and Development Services</p> <p>Milad Asdaghi, General Manager, Development and Economic Services</p> <p>Travis Peter, Chief Administrative Officer</p>