

Edmonton



Urban Form and Corporate Strategic Development

Quarterly Activity Report

SECOND QUARTER 2020

ACTIVITY REPORT

SUMMARY

Land Development Process



In reading the Q2 2020 report consider the impacts on land development, permitting and licensing services resulting from the public health protocols in response to COVID-19. Impacts include:

- Increased use of online services with the temporary closure of the Edmonton Service Centre.
- Transition of in-person only services to a digital option, such as Vehicle for Hire and Massage Practitioners.
- Extended timelines for services requiring a Public Hearing with the temporary cancellation of regular Council meetings.
- The Introduction of remote video inspections for Safety Code Inspections.
- Shifts in the typical volumes and types of applications, such as fewer Vehicle for Hire licences.

The City of Edmonton's land development process aligns with and contributes to the goals of CONNECTEDMONTON, Edmonton's Strategic Plan for 2019 - 2028. CONNECTEDMONTON's four strategic goals are:

- **Healthy City** - Edmonton is a neighbourly city with community and personal wellness that embodies and promotes equity for all Edmontonians
- **Urban Places** - Edmonton neighbourhoods are more vibrant as density increases, where people and businesses thrive and where housing and mobility options are plentiful
- **Regional Prosperity** - Edmonton grows prosperity for our Metro Region by driving innovation, competitiveness and relevance for our businesses at the local and global level
- **Climate Resilience** - Edmonton is a city transitioning to a low carbon future, has clean air and water and is adapting to a changing climate

Strategic plans, such as Edmonton's Municipal Development Plan (The Way We Grow), shape how the city will grow by guiding how land is used and new developments are built. Area Structure Plans and Neighbourhood Structure Plans establish the layout and function of neighbourhoods and identify where roads, shops, schools, homes, and parks will be.

Rezoning determines the type and scale of development permitted on a parcel of land. **Subdivisions** create new parcels, including condominium and strata parcels. **Servicing agreements** provide for the construction of necessary infrastructure such as water, roads, and power.

Approval of **development permits** determine the site use, building size, building location, and landscaping. Whereas **building permits**, mechanical and electrical permits, and inspections ensure that buildings comply with safety codes and energy regulations.

Licences are issued for business and transportation providers to make sure that requirements appropriate to the business, such as noise control, patron management and police information checks, are met.

This report is intended to highlight key activities throughout the land development process. It is not a comprehensive listing of all activities in the land development process or work completed by the Urban Form and Corporate Strategic Development Department.

ACTIVITY REPORT

URBAN FORM & CORPORATE STRATEGIC DEVELOPMENT HIGHLIGHTS

Highlights of 2020 - Quarter 2

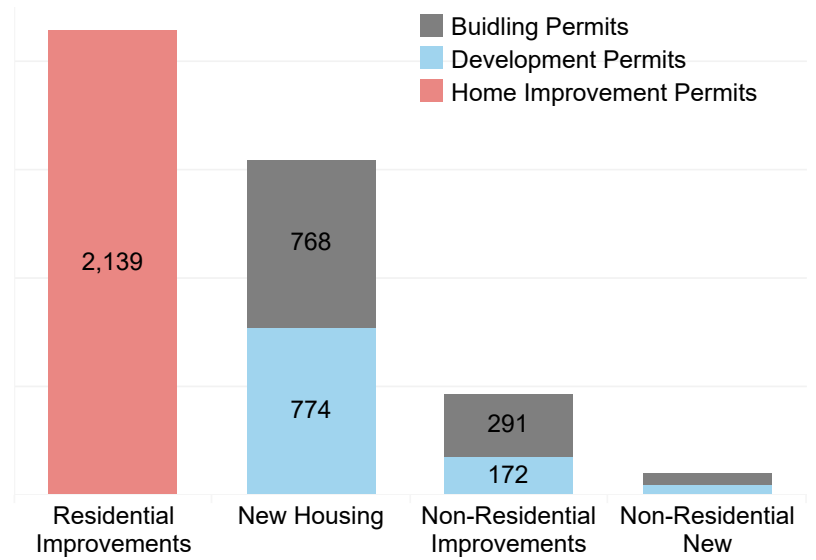
Applications Received

4,244

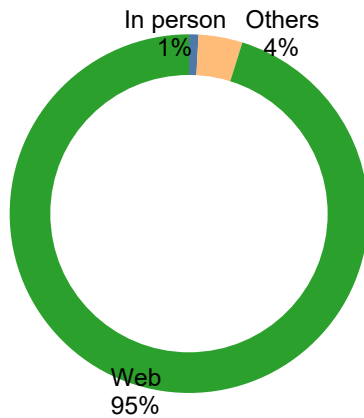
Difference from Previous Quarter: **5%**

Construction Values

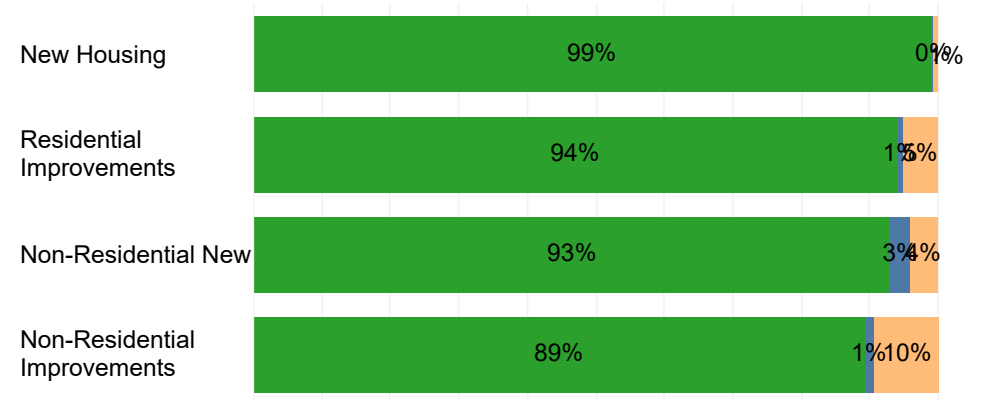
New Housing	Non-Residential New	Residential Improvements	Non-Residential Improvements	Grand Total
\$221M -36% from Q1 2020	\$101M +77% from Q1 2020	\$25M +36% from Q1 2020	\$148M +15% from Q1 2020	\$495M -10% from Q1 2020



Application Methods for All Applications Received



Application Methods By Category



■ Web
 ■ In person
 ■ Others

ACTIVITY REPORT

LAND DEVELOPMENT APPLICATIONS

A land development application (LDA) is required to do any of the following:

- create or amend an Area Structure Plan (ASP) or Neighbourhood Structure Plan (NSP)
- change the zoning of land (rezoning)
- close a portion of roadway (road closure), or
- change the regulations in an existing zone (text amendment)

Plans, rezonings, road closures and text amendments are executed by bylaw, which require approval by City Council. Subdivisions are approved by the Subdivision Authority. A single LDA can contain multiple elements, such as a plan amendment (includes ASP, NSP, and Plans), rezoning, each requiring its own bylaw or approval.

Bylaws resulting from LDAs are brought to Public Hearing for City Council's consideration. The number of bylaws brought to Public Hearing represents the completion of the City's work on a given LDA.

Text amendment values include applicant initiated bylaws only, and exclude amendments requested by City Council.

1 Land Development Applications Received

		2019				Total	2020		
		Q1	Q2	Q3	Q4		Q1	Q2	Total
LDA Applications Received	Rezoning	33	38	38	38	147	33	24	57
	Rezoning & Plan Amendment	13	15	18	19	65	11	8	19
	Road Closure	10	3	5	4	22	1	3	4
	Text Amendment		1			1	1	1	2
	Others	6	3	6	2	17	2	4	6
	Total		62	60	67	63	252	48	40

2 Bylaws Brought to Public Hearing

		2019				2020	
		Q1	Q2	Q3	Q4	Q1	Q2
Bylaws Brought to Public Hearing	Rezoning	24	26	39	26	34	24
	Rezoning & Plan Amendment	11	20	14	7	16	9
	Road Closure	1	2	3	1	2	1
	Text Amendment	2	2	3	1	1	2
	Others	6	7	7	6	2	1
	Total	44	57	66	41	55	37

ACTIVITY REPORT

LAND DEVELOPMENT APPLICATIONS

Processing LDAs involves the review of technical information by civic agencies and external organizations (such as utilities), as well as engagement with the public. As new applications vary significantly in completeness and complexity, completion time varies.

Average timelines for completing LDAs are calculated on an annual basis, based on the difference between the date the LDA fees are paid and the date of council approval. Timelines reflect both processing time by the City and time spent by applicants updating, changing or pausing their application. The average is in calendar days.

Non-complex files conforms with the neighbourhood plan, goes from low density to low density, does not require the City to host a public event, aligns to City guidelines, and requires minimal servicing/infrastructure and technical implicatons.

Complex files can be accompanied by a plan amendment, involve a change of land use or scale of land use (residential to commercial, or low density to higher density).

Target: 90 calendar days for a Non-Complex Rezoning applications and 160 calendar days for complex rezoning applications.

Average Timelines for Completing LDAs* by Complexity for Each Bylaw Type

		Q1	Q2	2019 Q3	Q4	Total	Q1	2020 Q2	Total
Rezoning	Complex						83	128	123
	Non-Complex				77	77	94	124	116
	Unclassified	133	176	174	159	162	337	307	330
	Total	133	176	174	156	161	267	154	206
Rezoning and Plan Amendment	Complex						115	145	141
	Non-Complex						105	195	150
	Unclassified	273	216	207	314	240	276	657	388
	Total	273	216	207	314	240	252	363	303
Road Closure	Unclassified	289	282	214	202	248	405	394	397
	Total	289	282	214	202	248	405	394	397
Others	Complex						119	146	133
	Unclassified	584	638	241	129	385		452	452
	Total	584	638	241	129	385	119	299	239

'Unclassified' - prior to 2019 Q4, all applications were classified the same.

*The annual average timelines for completing LDAs includes the timelines of agencies the City has no control over (ATCO, EPCOR).

As of 2019 Q4, the methodology was revised. Start and end times have been updated to ensure consistent reporting. As well, applications that fall within multiple categories appear in the "Others" category.

ACTIVITY REPORT

SUBDIVISION

The following are brief explanations for what is included in subdivision statistics:

Complex - Includes applications that are in new or developing areas of the city where new infrastructure (such as roads, underground utilities, parks) have not yet been constructed.

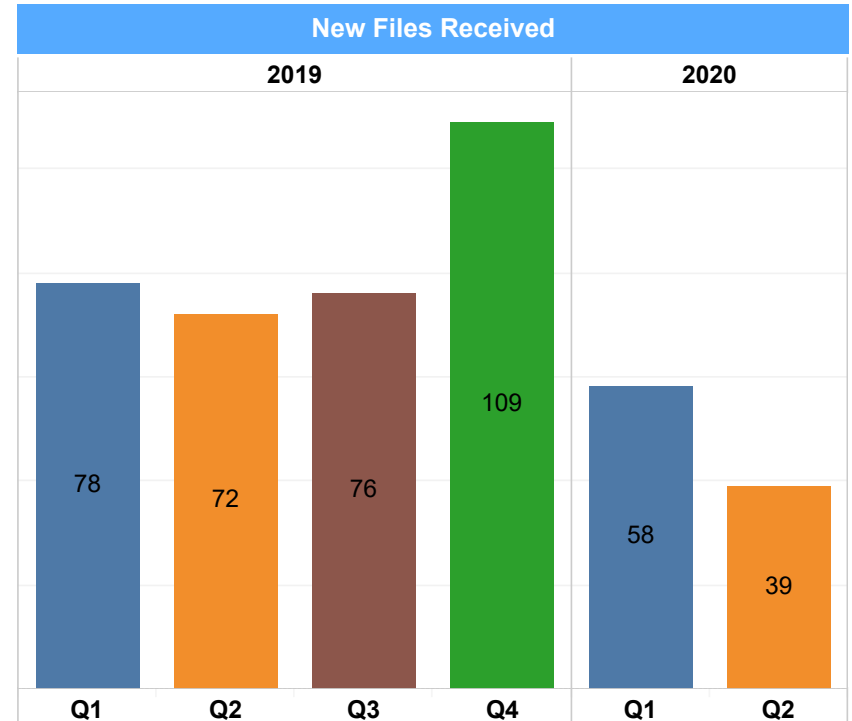
Non-Complex - Includes applications in greenfield and developed areas of the city, typically where infrastructure already exists. This includes applications such as boundary adjustments and title separations.

Lot splits (Residential lot splits only) - Subdivision of an existing residential lot to create additional single detached, semi-detached, or row housing lots. These subdivisions typically occur in mature residential neighbourhoods.

Conditionally Approved Applications - Subdivisions that have been reviewed and conditionally approved by the Subdivision Authority with conditions attached. Conditions must be satisfied or removed before the subdivision can be registered.

Approved for Registration - Plan of Survey has been reviewed, Conditions of Approval letter have been completed, and Subdivision Authority has granted consent to register the Plan of Survey.

Target: 100 days for conditional approval of complex, non-complex, and change requests; 60 days for conditional approval of lot splits. All endorsement files have a target of 18 days. These are joint targets between the City and applicants, in calendar days.



New files received does not include change requests

Subdivision Conditional Approvals

		2019					2020		
		Q1	Q2	Q3	Q4	Total	Q1	Q2	Total
Complex, Non-complex, and Change Requests	Conditionally Approved Applications	47	40	28	31	146	50	37	87
	Average Days from Submission to Decision	144	173	72	89	120	121	102	112
	% Completed Within Target (100 days)	62%	63%	86%	80%	73%	65%	65%	65%
Lots Splits	Conditionally Approved Applications	50	57	32	62	201	30	19	49
	Average Days from Submission to Decision	47	37	41	37	41	42	40	41
	% Completed Within Target (60 days)	94%	98%	84%	94%	93%	97%	100%	99%

ACTIVITY REPORT

SUBDIVISION

Approved for Registration

		Q1	Q2	2019 Q3	Q4	Total	Q1	2020 Q2	Total
Complex, Non-Complex, and Change Requests	Conditionally Approved Applications	24	21	42	22	109	25	15	40
	Average Days from Submission to Decision	22	21	21	25	22	25	12	19
Lots Splits	Conditionally Approved Applications	52	47	39	31	169	42	27	69
	Average Days from Submission to Decision	15	13	17	11	14	21	8	15

Lots Approved for Registration

		Q1	Q2	2019 Q3	Q4	Total	Q1	2020 Q2	Total
Single	Approved for Registration	461	256	859	294	1,870	366	127	493
Semi-Detached	Approved for Registration	118	91	113	34	356	86	10	96
Row Housing	Approved for Registration	127	0	176	158	461	36	22	58
Multi - Unit	Approved for Registration	2	5	8	3	18	0	3	3
Commercial	Approved for Registration	10	4	9	3	26	5	2	7
Industrial	Approved for Registration	2	1	18	2	23	4	0	4
Grand Total		720	357	1,183	494	2,754	497	164	661

ACTIVITY REPORT

SERVICING AGREEMENTS & ENGINEERING DRAWINGS

A servicing agreement is a legal contract between the developer or property owner and the City of Edmonton which must be met and agreed upon prior to the development proceeding.

Servicing agreements provide for the construction of necessary infrastructure such as water, roads, and power. The agreement can be a requirement of a Subdivision or a development permit and often includes the review and approval of engineering drawings.

The engineering drawings include the design and construction of municipal improvements such as water mains, storm and sanitary sewers, roads, sidewalks, curbs and gutters, power, street lighting, landscaping and various other items that are necessary to service land being developed or redeveloped.

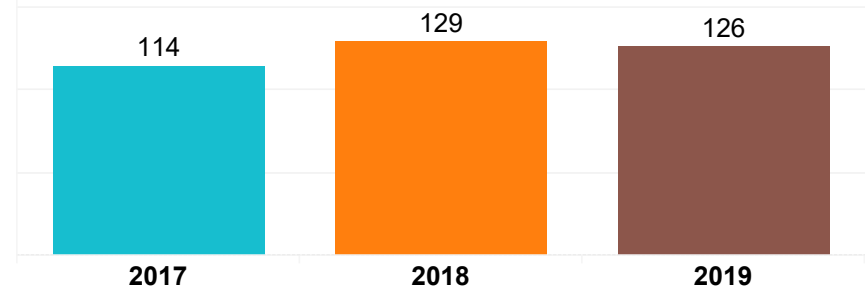
With every servicing agreement application received, there are a number of residential, multi-family, commercial and industrial lots that are proposed to be serviced. The number of applications approved indicates the volume of serviced lots that will be available in the near future. This data is displayed on an annual basis due to the seasonality of the business.

Engineering Drawings are circulated to various reviewing agencies to confirm that standards are met for their respective areas of expertise. Reviewing agencies include transportation planning, streetlights and signals, parks planning, drainage planning, and EPCOR.

Projects Circulated - Refers to the volume of projects that have been submitted by the applicant and have been circulated to the various reviewing agencies. Drawings have not yet been approved.

Projects Approved - Refers to the volume of projects that have gone through all necessary iterations between the applicant and reviewing agencies. Drawings have been approved by the City.

Servicing Agreement Approvals



Engineering drawings are categorized as non-complex or complex. Non-complex drawings are identified as projects that contain elements that are standard on most drawing submissions, such as roadway cross sections and approved pipe materials. Typically, non-complex projects are the continuation of adjoining existing developments.

Complex projects are characterized as projects that contain elements that are not typical in most drawing submissions, such as stormwater management facilities, lift stations, arterial roadways or creek crossings. These projects may require additional input from specialists or experts.

The target of 100 days is a joint target between the City and applicants, in calendar days. Projects over 300 days are removed from the analysis.

Engineering Drawings

		2019					2020		
		Q1	Q2	Q3	Q4	Total	Q1	Q2	Total
Non-Complex Projects	Approved Projects	17	21	44	20	102	12	32	44
	% Completed Within Target	71%	29%	57%	30%	47%	58%	41%	50%
	Average Days with the City	69	65	66	74	69	55	67	61
	Average Days with the Applicants	35	24	31	45	34	54	53	54
Complex Projects	Approved Projects	1	6	7	4	18	2	7	9
	% Completed Within Target	0%	33%	29%	25%	22%	0%	0%	0%
	Average Days with the City	91	66	78	78	78	86	120	103
	Average Days with the Applicants	72	66	46	43	57	42	77	60
Projects circulated this quarter		42	54	26	32	154	52	29	81

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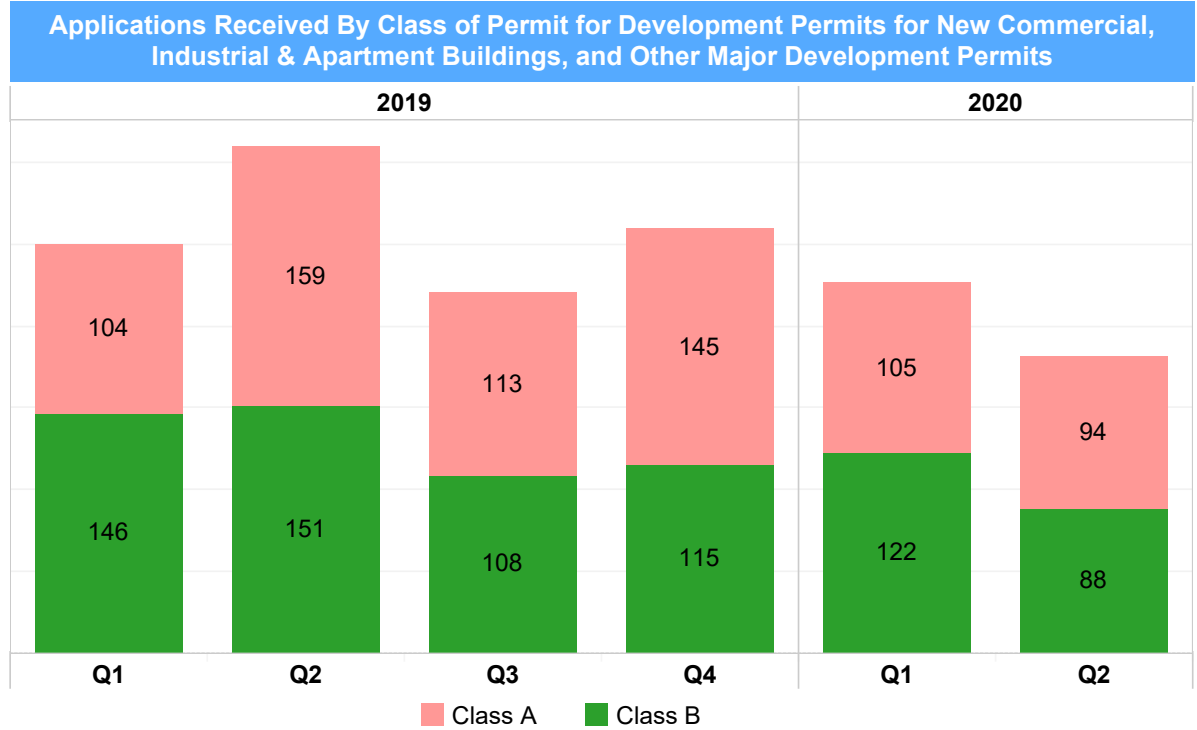
COMMERCIAL, INDUSTRIAL AND OTHER DEVELOPMENT PERMITS

Development permits are written approvals from the City that the location, size, and use of a building complies with the Zoning Bylaw regulations. A development permit is required for new construction, some renovations, signs, new businesses, and changes to how a building is being used.

The amount of time taken to issue a development permit varies significantly, depending on the type of development permit and application complexity. Permits for minor changes can be issued in one day, while permits for new commercial buildings typically take several weeks. Applications for developments that are listed as a discretionary use in the Zoning Bylaw require notification to neighbouring property owners and typically take longer to complete.

Other factors that influence timelines include whether circulation to other civic agencies or assessments are required.

The single most common cause of delay in processing development permits is incomplete or insufficient information, which may result in reviews of the permit prior to the approval.



1 Development Permits for New Commercial, Industrial & Apartment Buildings

	2019					2020		
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Total
Applications Received	68	76	44	69	257	44	51	95
Permits Issued	58	75	74	34	241	54	43	97
Avg. Calendar Days to Issue	112	142	145	97	129	88	95	91

2 Other Major Development Permits

Applications Received	241	319	253	255	1,068	233	201	434
Permits Issued	205	270	259	223	957	203	208	411
Avg. Calendar Days to Issue	48	45	54	36	46	57	50	53

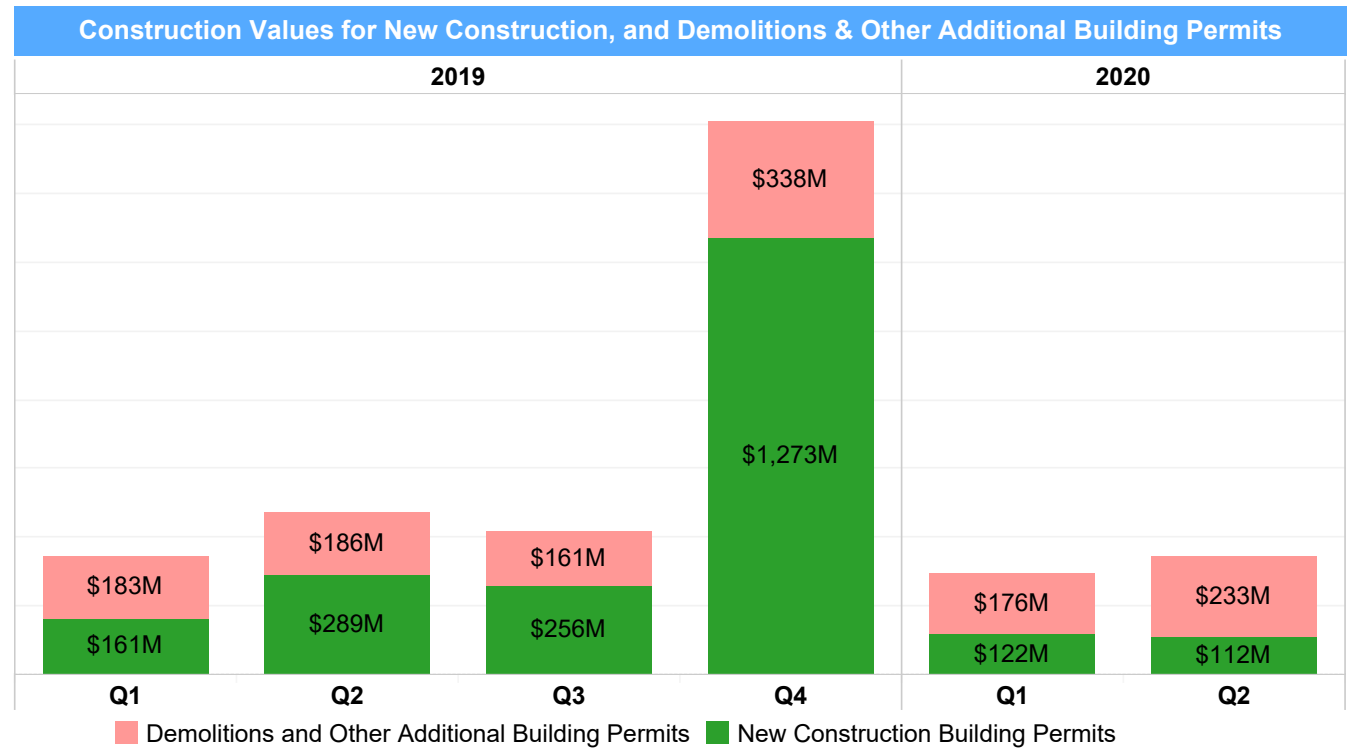
ACTIVITY REPORT

COMMERCIAL, INDUSTRIAL AND OTHER BUILDING PERMITS

Safety code permits, such as building, mechanical and electrical, confirm that buildings comply with safety codes and energy regulations.

Commercial, industrial, and other permits includes various types of non-residential permits: permits for new buildings (including apartments), additions, exterior or interior alterations, parking lots, and change of use.

The combination of applications received and the construction value of projects indicates the volume and complexity of the permits being processed.



1 Building Permits for New Construction

	2019					Total	2020		
	Q1	Q2	Q3	Q4	Q1		Q2	Total	
Applications Received	71	115	104	120	410	58	55	113	
Permits Issued	58	70	114	66	308	85	52	137	
Avg. Calendar Days to Issue	101	181	127	126	134	152	205	172	

2 Demolitions and Other Additional Building Permits*

	2019					Total	2020		
	Q1	Q2	Q3	Q4	Q1		Q2	Total	
Applications Received	514	603	595	572	2,284	528	496	1,024	
Permits Issued	486	452	545	534	2,017	549	440	989	
Avg. Calendar Days to Issue	70	82	81	72	76	75	72	74	

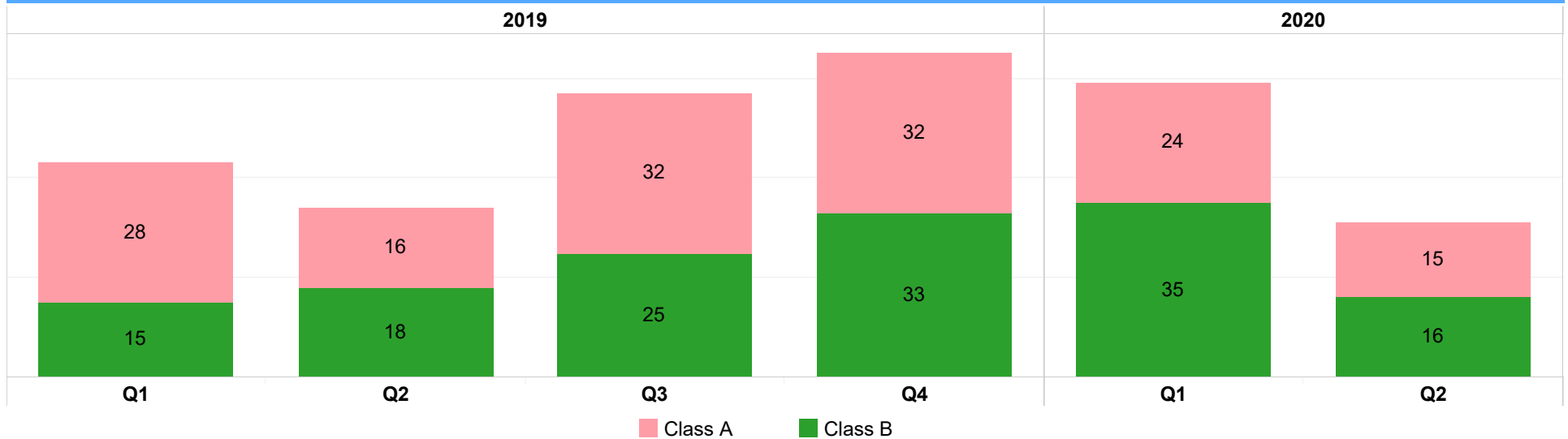
*Other additional building permits includes additions, exterior and interior alterations, excavations, footing and foundation, and structural frames

ACTIVITY REPORT

RESIDENTIAL MULTI-FAMILY DEVELOPMENT PERMITS

A Multi-Family residential development includes row housing and apartment dwellings.

New Multi-Family Development Permit Applications Received by Class of Permits



1 New Multi-Family Development Permits

	2019					Total	2020		
	Q1	Q2	Q3	Q4	Q1		Q2	Total	
Applications Received	44	41	65	67	217	64	54	118	
Permits Issued	42	45	51	62	200	57	43	100	

1.1 New Multi-Family Development Permits (Projects up to 4 dwellings)

	2019 Q1	2019 Q2	2019 Q3	2019 Q4	2019 Total	2020 Q1	2020 Q2	2020 Total
Applications Received	29	18	36	44	127	31	17	48
Permits Issued	31	19	28	50	128	33	17	50
Avg. Calendar Days to Issue	32	94	18	32	38	22	52	32

1.2 New Multi-Family Development Permits for Mature Neighbourhood Overlays

	2019 Q1	2019 Q2	2019 Q3	2019 Q4	2019 Total	2020 Q1	2020 Q2	2020 Total
Applications Received	8	7	5	5	25	8	6	14
Permits Issued	4	10	8	1	23	6	6	12
Avg. Calendar Days to Issue	83	99	157	54	114	90	58	74

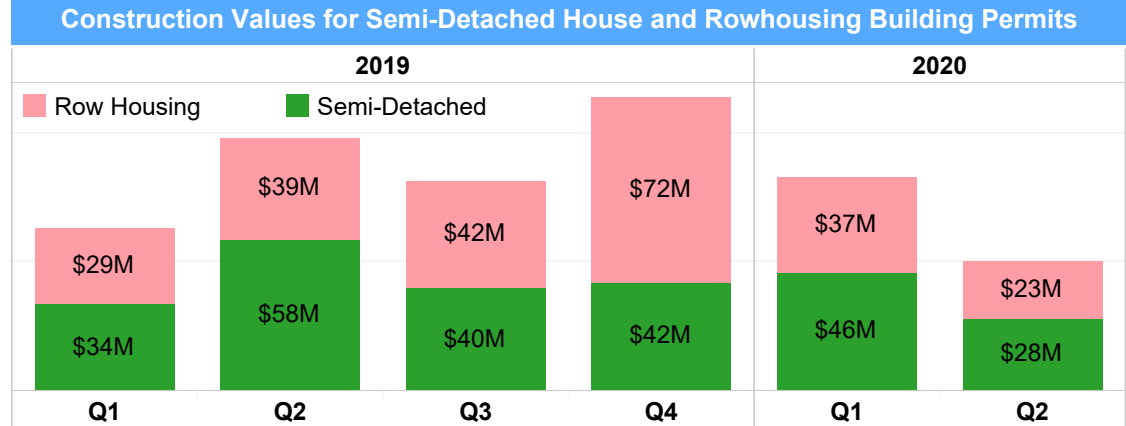
ACTIVITY REPORT

RESIDENTIAL SEMI-DETACHED HOUSE DEVELOPMENT & BUILDING PERMITS, AND ROWHOUSING BUILDING PERMITS

When class A applications are complete and are not contained within a mature neighbourhood overlay, the target time to issue permits is 20 calendar days. The target timelines for issuing Class B (discretionary development not within a Mature Neighbourhood Overlay) and Complex (Mature Neighbourhood Overlay) permits are longer.

Incomplete permit applications, those requiring bylaw exceptions, or those put on hold by the applicant are likely to take additional time. The actual results include times for complete and incomplete applications.

The combination of applications received and the construction value of projects indicates the volume and complexity of the permits being processed.



1 New Duplex/Semi-Detached House Development Permit

	2019					2020		
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Total
Applications Submitted	107	168	112	117	504	125	74	199
Permits Issued	94	156	118	131	499	119	75	194
Class A								
Permits Issued	76	133	86	100	395	78	44	122
Avg. Calendar Days to Issue	12	12	14	12	12	10	13	11
Class B								
Permits Issued	4	1	7	14	26	21	10	31
Avg. Calendar Days to Issue	9	12	20	20	18	13	17	14
Complex								
Permits Issued	14	22	25	17	78	20	21	41
Avg. Calendar Days to Issue	77	88	57	60	70	60	84	72

2 Semi-Detached House and Rowhousing Building Permits

Applications Submitted	132	167	148	191	638	147	98	245
Permits Issued	108	180	130	179	597	196	84	280
Semi-Detached Building Permits - Projects up to 2 dwelling units								
Permits Issued	63	128	98	101	390	113	57	170
Avg. Calendar Days to Issue	60	47	61	62	56	51	34	45
Rowhousing Building Permits - Projects with 3 or more dwelling units								
Permits Issued	45	52	32	78	207	83	27	110
Avg. Calendar Days to Issue	73	69	134	44	71	56	96	66

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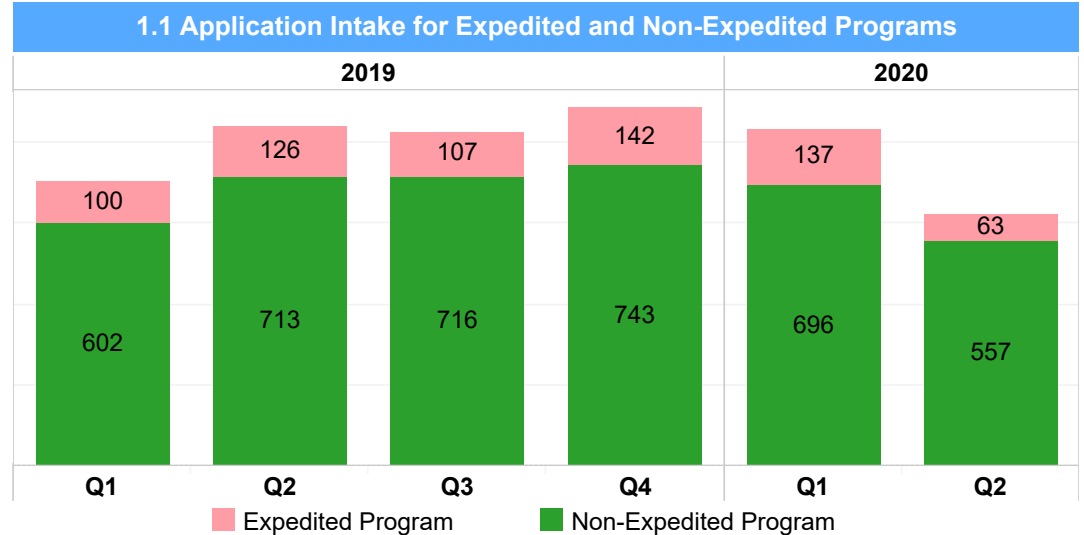
SINGLE DETACHED HOUSE PERMITS

Development and building permits are both required for the construction of a Single Detached House.

Beginning in 2018, the methodology for performance measures was revised for single detached houses to provide more predictability by measuring time within UFCSD's control. The City is now measuring and reporting time from receipt of a complete application, including fees paid, to the time a decision is made. Decisions can be threefold: approved, refused, or more information required. Circulation to other City departments, notification period, and where required, community consultation are not included in these timelines.

Applications submitted includes applications that meet the requirements to start the review process. These applications still may not have all the necessary information to approve or refuse an application.

If an application qualifies for an expedited review, the development permit can be issued by intake team.



1.2 Development Review

		2019				Total	2020		Total
		Q1	Q2	Q3	Q4		Q1	Q2	
Development Review - Expedited	Applications Submitted	102	127	108	142	479	137	64	201
	Avg. Calendar Days to Review	2	2	2	2	2	2	2	2
Development Review - Non Expedited Greenfield	Applications Submitted	501	597	617	690	2,405	610	490	1,099
	Avg. Calendar Days to Review	11	12	11	14	12	10	12	11
Development Review - Non Expedited Infill	Applications Submitted	122	109	97	67	395	89	62	151
	Avg. Calendar Days to Review	14	16	13	15	14	12	13	12
Total Applications Submitted		725	833	822	899	3,279	836	616	1,451

2 Building Permits

Plans Examination Review	Applications Submitted*	752	859	787	753	3,151	974	655	1,629
	Avg. Calendar Days to Review	14	11	9	8	10	7	8	8

* Applications submitted includes applications that meets requirements to start review process. These applications still may not have all necessary information for the decision.

ACTIVITY REPORT

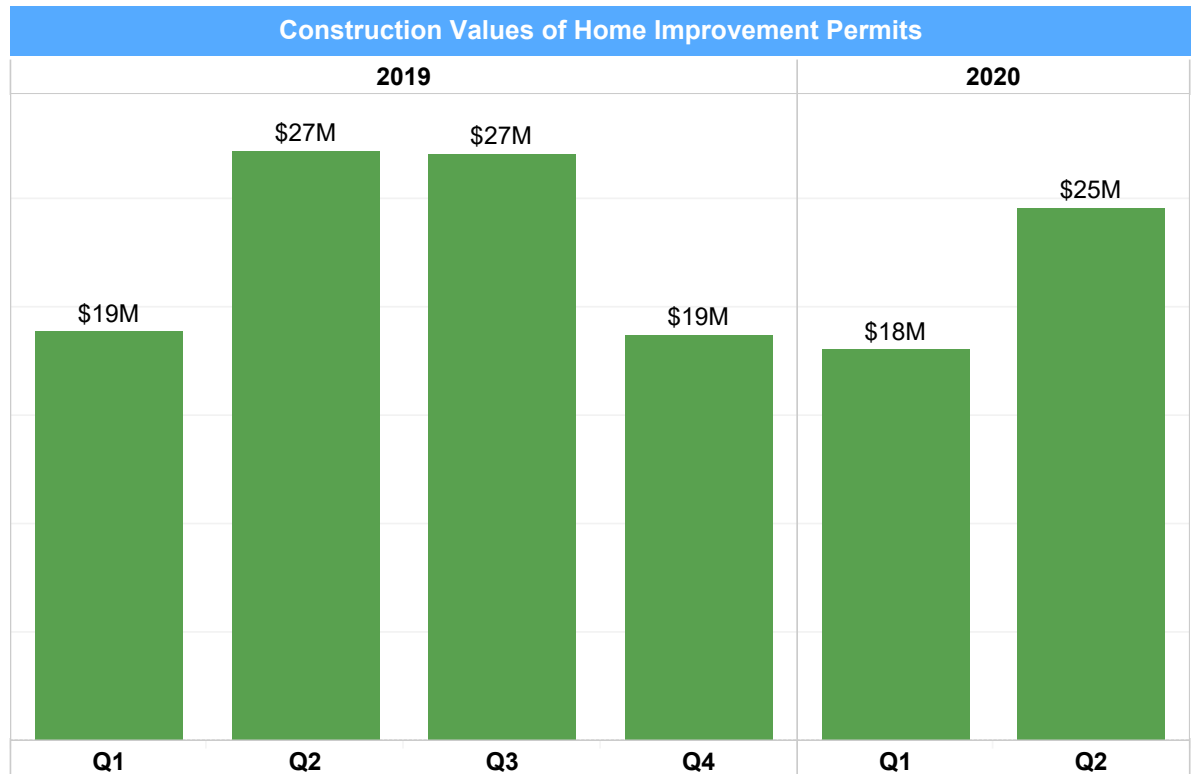
MINOR RESIDENTIAL PERMITS

In 2018, Home Improvement Permits were launched for minor residential projects such as detached garages, decks, and interior and exterior alterations. This permit includes development and building permits; multiple projects can be issued under one permit. Home Improvement Permits replaces separate development, building, and other combined permits that were previously used for minor residential projects.

Simple residential permits, such as uncovered decks and minor accessory structures can be issued in one day at the Service Centre. Permits may take longer to issue if they are for discretionary development, require a variance, are located within a neighbourhood overlay, or the initial application submission is incomplete.

A permit is considered issued after all required documents have been received, all associated fees paid, and the plans review completed. After a permit is issued and construction is complete, at least one safety code inspection will be conducted.

The combination of applications received and the construction value of projects indicates the volume and complexity of the permits being processed.



Home Improvement Permits

	2019				Total	2020		
	Q1	Q2	Q3	Q4		Q1	Q2	Total
Applications Received	1,595	2,467	2,241	1,473	7,776	1,282	2,132	3,414
Number of Projects	1,718	2,716	2,470	1,603	8,507	1,403	2,334	3,737

Permits Issued

	2019 Q1	2019 Q2	2019 Q3	2019 Q4	2019 Total	2020 Q1	2020 Q2	2020 Total
Permits Issued	1,382	2,034	2,016	1,623	7,035	1,217	1,435	2,636
Avg. Calendar Days to Issue	16	19	24	25	21	22	23	23

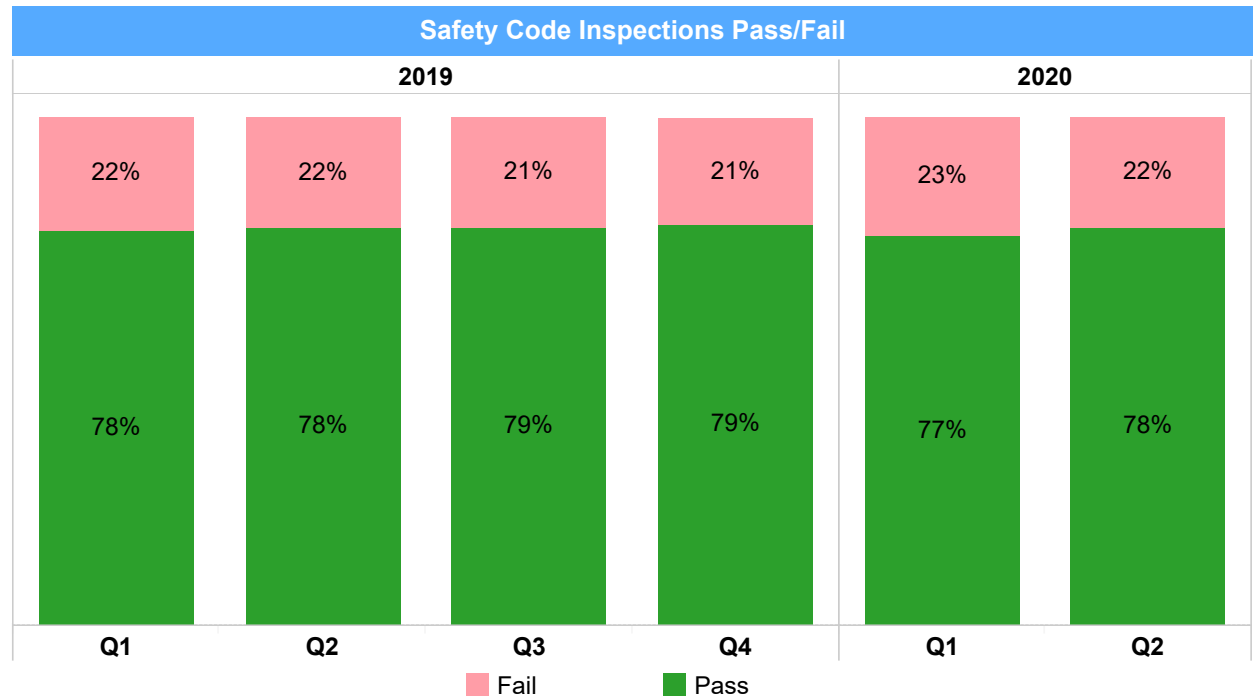
The methodology to calculate volumes was changed in 2020 quarter one

ACTIVITY REPORT

SAFETY CODE INSPECTIONS

New construction or alterations to a structure must comply with the Alberta Safety Codes Act. Safety codes permits include building, HVAC (heating, ventilation, and air-conditioning), Plumbing, gas, and electrical permits. Each permit requires at least one inspection after the work has been completed. Permits for new buildings require multiple inspections throughout the construction process.

Development services completes over 40,000 safety code inspections per quarter. This figure is comprised of completed inspections for building, plumbing, gas, HVAC and electrical disciplines. Other completed inspections compiled quarterly include lot grading, landscaping, development site inspections and sidewalk cafes. These numbers vary greatly throughout the year, as they are impacted by seasonal conditions.



1 Safety Code Inspections Completed

	2019				Total	2020		
	Q1	Q2	Q3	Q4		Q1	Q2	Total
Building	9,582	11,172	10,764	9,992	41,510	9,730	10,098	19,828
Electrical	10,230	10,696	11,199	10,700	42,825	9,166	7,610	16,776
HVAC	5,290	5,212	5,171	5,033	20,706	5,149	4,443	9,592
Plumbing & Gas	11,525	11,763	10,348	11,403	45,039	10,994	9,426	20,420
Grand Total	36,627	38,843	37,482	37,128	150,080	35,039	31,577	66,616

2 Other Inspections Completed*

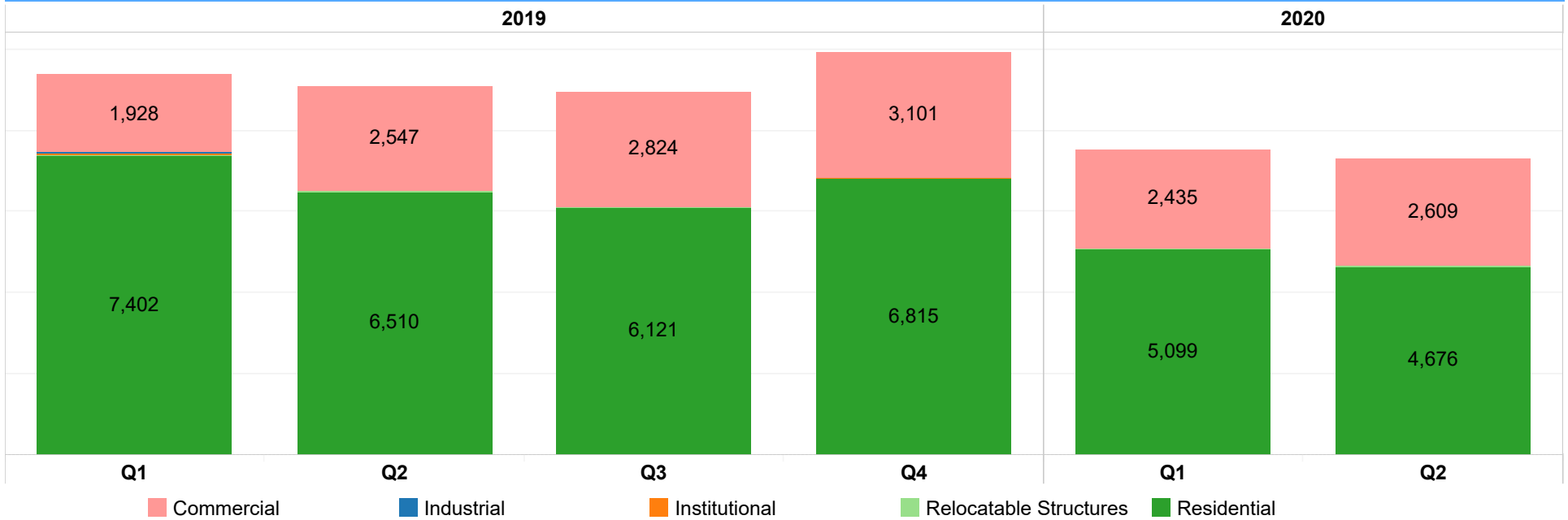
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Total
Lot Grading	104	4,279	5,970	3,007	13,360	99	2,901	3,000
Others	7	441	666	160	1,274	105	91	196
Grand Total	111	4,720	6,636	3,167	14,634	204	2,992	3,196

* "Others" include Sidewalk cafe, landscaping and development site inspections.

ACTIVITY REPORT

MECHANICAL AND ELECTRICAL PERMITS

Mechanical & Electrical Permits Received by Permit Type



3 HVAC Permits

	2019					2020		
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Total
Applications Submitted	800	781	883	1,112	3,576	949	796	1,745
Permits Issued	791	932	790	902	3,415	715	528	1,243

4 Plumbing & Gas Permits

	Q1	Q2	Q3	Q4	Total	Q1	Q2	Total
Applications Submitted	4,097	3,211	3,495	4,820	15,623	3,887	2,657	6,544
Permits Issued	3,976	2,947	3,243	4,692	14,858	3,672	2,377	6,049

5 Electrical Permits

	Q1	Q2	Q3	Q4	Total	Q1	Q2	Total
Applications Submitted	4,502	5,075	4,578	3,992	18,147	2,699	3,833	6,532
Permits Issued	3,928	4,912	4,298	3,754	16,892	2,406	3,395	5,801

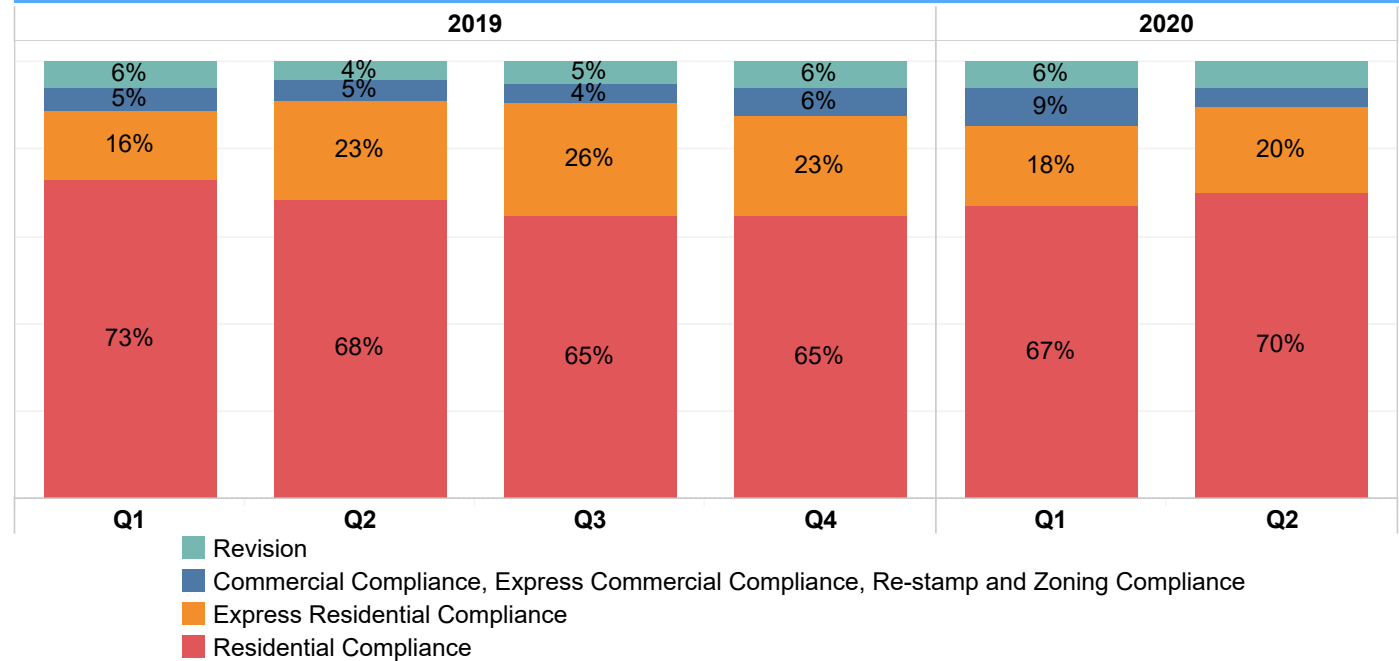
ACTIVITY REPORT

COMPLIANCE CERTIFICATES

Compliance Certificate Applications Received by Compliance Type

Compliance certificate is a formal response from the City of Edmonton that states that any development on a property, based on a Real Property Report from an Alberta Land Surveyor, meets all regulations of the Zoning Bylaw and/or has been issued any required Development Permits. Compliance certificates also include zoning confirmations and re-stamps.

The City has two levels of compliance service - regular and express. There are significantly higher volumes for regular service requests and response times can vary.



1 Compliance Certificate - Total*

	2019				Total	2020		Total
	Q1	Q2	Q3	Q4		Q1	Q2	
Applications Submitted	1,553	2,125	2,286	1,682	7,646	1,344	1,395	2,739
Certificates Issued	1,389	1,985	2,263	1,718	7,355	1,248	1,296	2,544

2 Express Certificates

	2019	2020	Total
Certificates issued	251	278	531
Avg. Calendar Days to Issue	3	3	3

3 Regular Certificates

	2019	2020	Total
Certificates issued	1,138	1,018	2,013
Avg. Calendar Days to Issue	10	10	10

* Including Zoning Confirmations and Re-Stamps

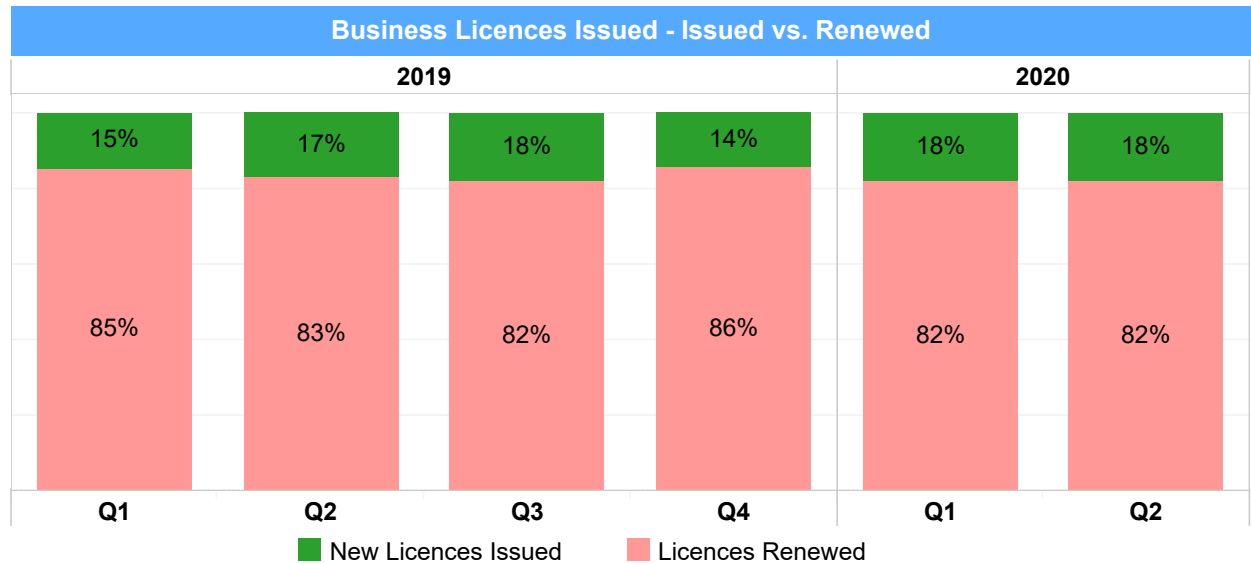
ACTIVITY REPORT

LICENSING

Urban Form and Corporate Strategic Development manages the issuance of all City of Edmonton business and vehicle for hire licences.

There are more than 30,000 active businesses operating within the City of Edmonton. For complete applications with fees paid on time, a new business licence can usually be issued within a few days. If the application requires referral from Fire Rescue Services, it can take up to 14 calendar days. Existing businesses must renew their business licence annually.

Vehicle For Hire program ensures the safe and orderly provision of Vehicle for Hire services in the City through driver licensing, driver screening, vehicle inspections, and enforcement activities. Taxi, limousine, and shuttle businesses, vehicles, and drivers all require a licence to comply with the Vehicle For Hire Bylaw.



1 Business Licensing

	2019				Total	2020		
	Q1	Q2	Q3	Q4		Q1	Q2	Total
New Licences Issued	1,422	1,542	1,269	1,508	5,741	1,708	1,398	3,106
Licences Renewed	8,152	7,358	5,834	8,941	30,285	7,710	6,291	14,001
Total Licences Issued & Renewed	9,574	8,900	7,103	10,449	36,026	9,418	7,689	17,107

1.1 New Licences (without referral)

	2019	2020	Total
Issued without referral	1,087	962	2,131

1.2 New Licences (require referral)

	2019	2020	Total
Licences issued	416	436	975
Avg. Calendar Days to Issue	52	43	38

2 Vehicle for Hire

	2019	2020	Total
Dispatch Licences Issued	5	4	81
Driver Licences Issued	329	211	1,451
Vehicle Licences Issued	23	2	1,554

ACTIVITY REPORT

FINANCIALS

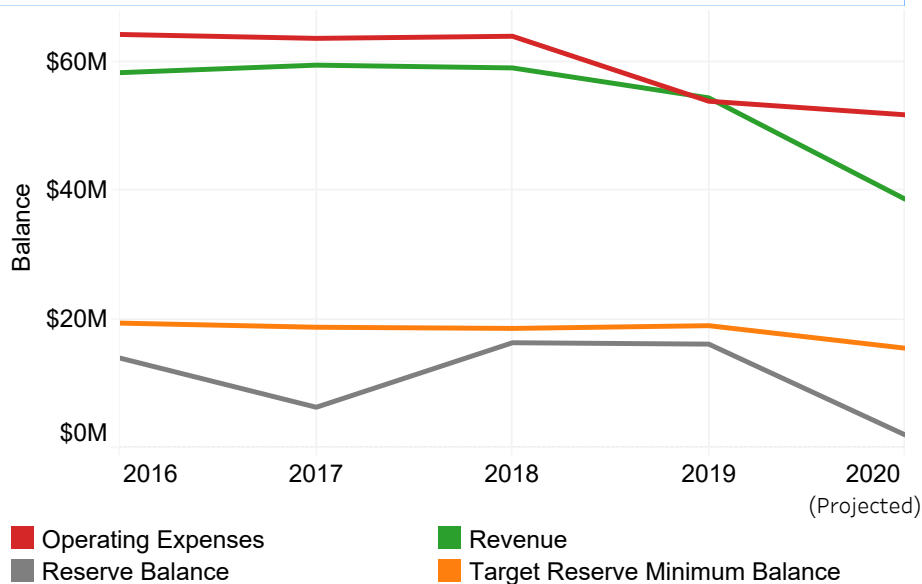
Urban Form and Corporate Strategic Development provide planning and development services to the City of Edmonton through review, approval and inspections associated with the following: Area and Neighbourhood Structure Plans, Rezoning and Subdivision, Servicing Agreements, Development Permits, and Building Permits.

The Planning and Development Reserve is used to support the long term financial sustainability to stabilize service levels despite the revenue variability associated with these services by managing revenue risks, stabilizing operating and capital resources across extended periods of time, and funding initiatives that enhance service and ensure accountability to customers.

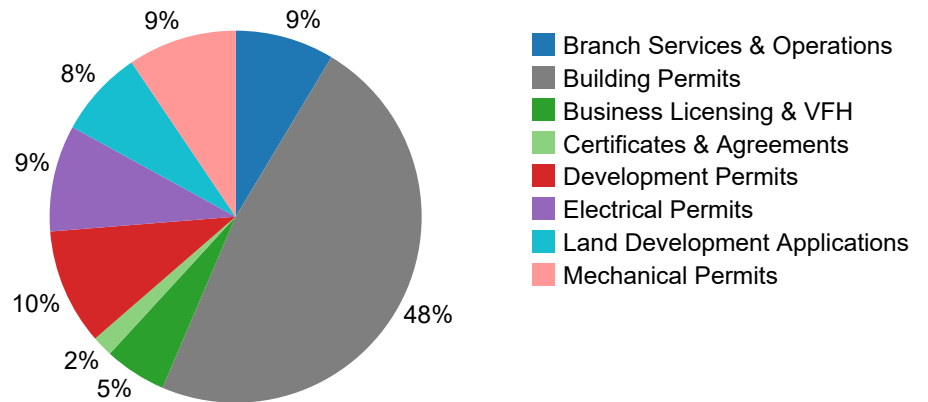
Revenue collected for the processing applications is directly and indirectly attributed to the delivery of those services. This includes corporate support costs and providing for investments in service improvement initiatives.

Note: The minimum balance is based on a percentage of expenses and fluctuate as expenses change. Impacts of COVID-19 are expected to reduce activity, resulting in fewer expenses and therefore, a lower minimum balance.

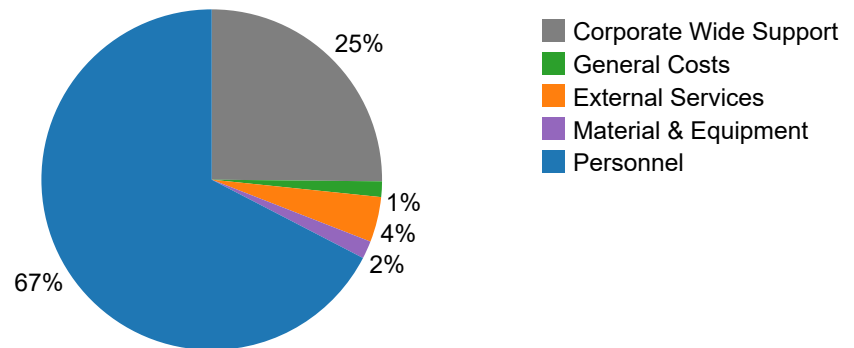
Branch Revenues, Expenses, and Reserve Balance (Updated Quarterly)



Development Services Revenue YTD - 2020 Q2



Development Services Expenditures YTD - 2020 Q2



Corporate Wide Support

Accommodations	19%
City Planning	10%
Corporate Support Services	53%
Other	18%

ACTIVITY REPORT

EXPLANATIONS

General Explanations

This report is intended to highlight key activities throughout the land development process. It is not a comprehensive listing of all activities in the land development process or work completed by the Urban Form and Corporate Strategic Development Department.

The number of submitted applications may be greater than the number of issued permits because applications that are cancelled or denied are not included.

Unless otherwise stated, Days to Issue is calculated as the number of calendar days between the date on which the application was submitted and the date on which the permit was issued. This does not include timelines for completing inspections. Average calendar days to issue is calculated based on the permits that were issued in each quarter. Processing timelines are not included for applications where reliable data is not available or where application complexity varies too significantly to provide a valuable summary measure. The weighted average is used to calculate the average days.

Permits

A development permit is a written approval from the City confirming that the location, size, and use of a structure complies with the Zoning Bylaw regulations. A development permit is required for new construction, some renovations, signs, new businesses, and changes to how a building is being used.

Safety code permits, such as building, mechanical and electrical, confirm that buildings comply with safety codes and energy regulations.

Commercial, industrial, and other permits includes various types of non-residential permits: permits for new buildings (including apartments), additions, exterior or interior alterations, parking lots, and change of use as examples.

Home Improvement Permits includes decks, exterior or interior alterations, demolitions, fences, and swimming pools as examples.

Financials

The reported revenues and expenditures are actual amounts, based on end of quarter results. Permit fees from other internal City of Edmonton projects are included as revenue.

The reported reserve balance is the cumulative balance at the end of the quarter. It is adjusted based on the difference between the quarterly revenue and operating expenditures, as well as any capital spending. The reserve balance shows capital and operating amounts.

Corporate Wide Support allocations will be monitored on an ongoing basis, and adjusted if necessary. City Planning includes technical support for plans reviews by Transportation and Parks.

Service Enhancements include both operating and capital expenses.