

Staff Report to Council

Planning & Development

FILE: 01-0450-01/25

REPORT DATE: November 04, 2025

MEETING DATE:

November 25, 2025

TO: Mayor and Council

FROM: Chantal Gemperle, Manager of Building & Bylaw Services

SUBJECT: 2026 Draft Business Plan - Building & Bylaw Services Division

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

- A. Receive for information the Building & Bylaw Services Division 2026 Draft Business Plan and Staff Report as presented at the November 25, 2025 meeting of Council; OR
- B. Other.

PURPOSE

The purpose of this report is to present the 2026 Draft Business Plan for the Building & Bylaw Services Division.

☒ Information Report

☐ Decision Report

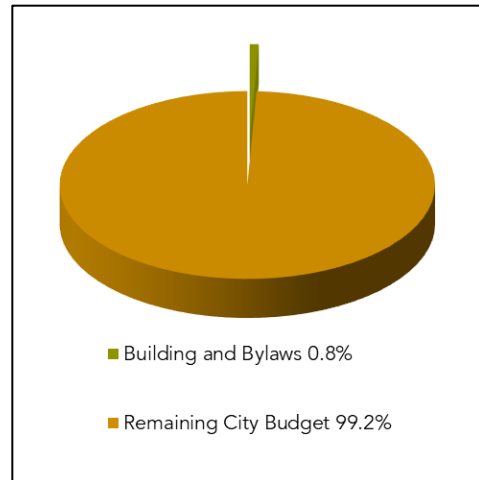
☐ Direction Report

DISCUSSION

DIVISION OVERVIEW

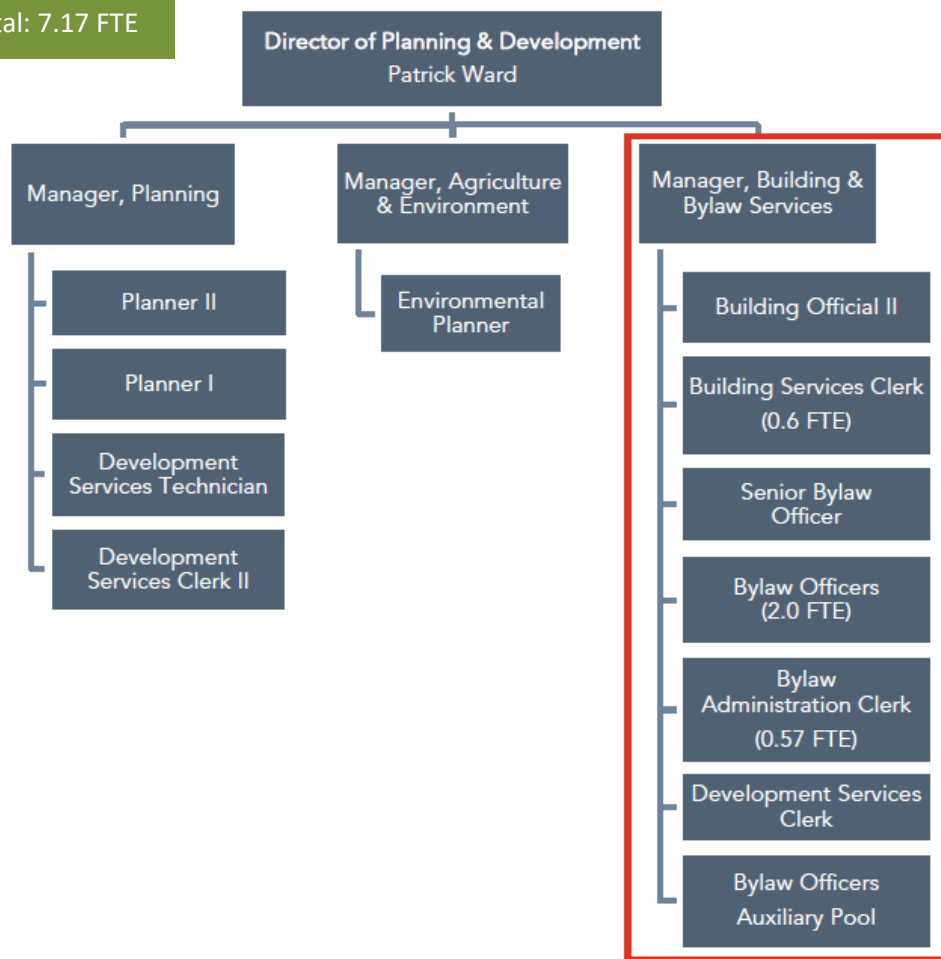
The Building and Bylaw Services Division provides an important regulatory and service function of municipal government. It ensures compliance with building codes, zoning bylaws and public safety regulations. The division's services include: building permits and inspections; bylaw enforcement and outreach; business licensing and inspections; and dog licenses and control. The division is essential in maintaining the integrity, safety, and development of the community while fostering a business-friendly environment.

Operating Budget: \$289,200
Capital Budget: \$0
% Share of overall City Budget: 0.8%



Staff Complement

Division Total: 7.17 FTE



Forecasted Position Adjustments

None.

Deferred Projects

None.

2025 Achievements (Top 3)

- **BUSINESS LICENSING AND REGULATION BYLAW UPDATES.** Staff have completed a comprehensive review of the Business Licencing and Regulation Bylaw and, through this process, identified additional areas requiring updates and clarification. As a result, a more in-depth review is now underway to ensure the bylaw is clear, consistent, and aligned with best practices. An updated version of the bylaw is anticipated to be presented for Council's consideration early next year. *Balanced Economic Prosperity – Business and Vitality*
- **MOBILE TICKETING.** All bylaws listed in the Bylaw Notice Enforcement Bylaw have now been integrated into the mobile ticketing system. This enhancement allows officers to issue and manage tickets electronically in the field, improving accuracy, consistency, and overall efficiency in enforcement operations. The use of mobile ticketing also streamlines recordkeeping and reduces administrative workload, enabling officers to focus more time on proactive compliance and community engagement. *Public Safety – Bylaws*
- **PROPERTY INFORMATION REQUEST.** The digitized Property Information Request system has been successfully implemented, providing a more streamlined and efficient process for managing and responding to information requests. The system was soft-launched in mid-2025 to test functionality and gather feedback, ensuring a smooth transition. It will be made more widely available to the public in November. *Corporate Pride – Service Excellence*

Key Challenges for 2026

- **INCREASING COMPLEXITY OF ENFORCEMENT ISSUES.** Bylaw Services are managing an increasingly broad range of responsibilities, including more complex zoning, public space, and property maintenance complaints. This expansion in complexity results in more time-consuming files, requiring greater staff involvement and coordination. Enforcement activities demand more investigative depth, interdepartmental collaboration, and administrative support to achieve effective and equitable outcomes.

- **EMERGING CHALLENGES FOR BUILDING DEPARTMENTS.** Building departments are facing several pressing challenges such as navigating increasingly complex regulatory requirements, including updates to building codes, energy efficiency standards, and sustainability regulations. Additionally, departments are working to adopt digital tools and streamlined processes, which require significant training, system integration, and administrative oversight. Together, these factors contribute to increased complexity and greater demands on staff time and resources.

Key Initiatives 2026

Strategic Priority	Initiative
Balanced Economic Prosperity – Business and Vitality	BUSINESS LICENCE BYLAW UPDATES. Complete the proposed Business Licensing and Regulation Bylaw amendments to revise select business regulations, update license fees, and integrate other housekeeping items.
Community Spirit and Wellbeing – Health and Safety	NOISE CONTROL BYLAW AND NUISANCE BYLAW REVIEW. Update the Noise Control Bylaw and Nuisance Abatement Bylaws, including combining the bylaws into one regulatory document, to enhance clarity and reflect emerging trends.
Public Safety – Regulatory	CROSS-CONNECTION CONTROL. Continue to track the installation and testing of backflow preventers to protect public health, by ensuring that the water conveyed in the City’s water distribution system is not contaminated by backflow occurrences, in accordance with Council Policy C022 Cross-Connection Control.
Corporate Pride – Employee Excellence; Corporate Pride – Resources; Public Safety – Bylaws	BYLAW SERVICES CONTINUOUS IMPROVEMENT. Continue to implement additional best practices related to bylaw enforcement, including enhancing operating procedures and new technology tools to support enforcement.
Public Safety – Bylaws	FIREWORKS AND PYROTECHNICS BYLAW. Review the Fireworks and Pyrotechnics Bylaw, with a focus on clarifying certain regulations and enforcement provisions.

PROPOSED OPERATING BUDGET

	2025 Adopted Budget	2026 Proposed Budget	Proposed Changes for 2026		2027 Proposed Budget	2028 Proposed Budget	2029 Proposed Budget	2030 Proposed Budget
Revenue								
Building and Bylaws	(479,600)	\$ (563,500)	\$ (83,900)	-17.5%	\$ (516,300)	\$ (468,800)	\$ (419,800)	\$ (370,500)
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Expenses								
Building and Bylaws	813,000	852,700	39,700	4.9%	891,400	925,800	958,500	991,100
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Net Operating Expenses	\$ 333,400	\$ 289,200	\$ (44,200)	-13.3%	\$ 375,100	\$ 457,000	\$ 538,700	\$ 620,600
Key Budget Changes for 2026:								
Revenues								
Building and Development Permits			(83,900)					
Expenses								
Salary and Benefits			39,000					
Other			700					
Change in Net Operating Expenses			\$ (44,200)					

PROPOSED CAPITAL BUDGET

None.

DECISION PACKAGE(S)

None.

PUBLIC PARTICIPATION

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No

SIGN-OFFS

Written by:

Chantal Gemperle,
Manager of Building & Bylaw Services

Reviewed by:

Patrick Ward,
Director of Planning & Development

ATTACHMENT(S):

None.