

Working Together: The AMM and MG Joint TAC to Streamline Conditions of Subdivision Approval

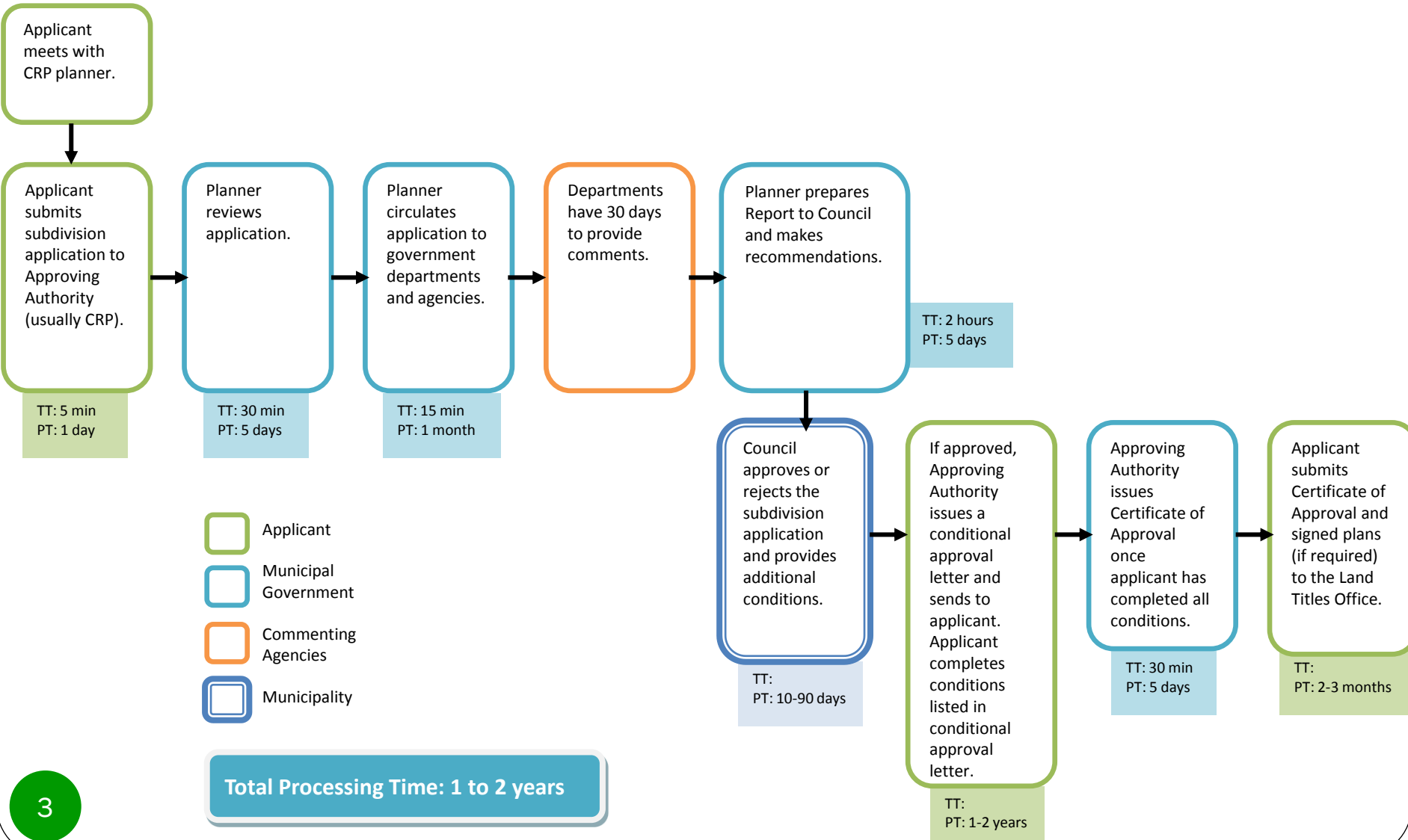
AMM Convention
Tuesday, November 24, 2015
Community Planning and Development
Manitoba Municipal Government



Presentation Overview

- Subdivision Process
- Joint Technical Advisory Committee (TAC)
- TAC Objectives
- Stakeholder Consultation
- Key Issues
- Key Areas of Improvement
- Impacts

Subdivision Process



Subdivision Process

- Subdivision review takes *a lot* of time:
 - MG processes approximately 1,000 subdivisions every year;
 - 2 to 3 months to obtain conditional approval;
 - 6 months to 1 year, or longer, for applicants to meet conditions; and
 - Strain on applicant, staff (in all agencies) and resources.
- MG, AMM, municipalities, other stakeholders, and applicants are all interested in shortening the subdivision process.

Joint Technical Advisory Committee

- Joint TAC established in 2010 by AMM and the Province.
- The TACs are formed on an issue-by-issue basis.
 - First TAC: Drainage Licensing
 - Second TAC: Minor Subdivisions
 - Third TAC: Conditions of Subdivision Approval

TAC Objectives

- To reduce the amount of time it takes for applicants to meet standard conditions of subdivision approval:
 - Obtaining utility easements;
 - Obtaining access permits from MIT or the HTB; and
 - Registering the subdivision at The Property Registry.
- To improve the quality of the subdivision applications circulated to stakeholders.
- To increase the transparency of the subdivision process and improve communication between stakeholders and regulatory authorities.

Stakeholder Consultation

- Met with key stakeholders:
 - Manitoba Infrastructure and Transportation (MIT);
 - MTS and Manitoba Hydro; and
 - The Property Registry (Land Titles).
- MG hired consultant (Price Waterhouse Cooper) to conduct LEAN training and analysis:
 - Value stream mapping;
 - Identify pain points and potential solutions; and
 - Construct an ideal future state.

Key Issues

- ⊙ Long process hinders or prevents development.
- ⊙ Limited transparency or control of the process once conditional approval has been issued by MG.
- ⊙ Agencies operate outside the span of control of MG and this adds to the confusion of applicants.
- ⊙ Applicants provide limited or incomplete information, therefore agencies frequently need to request supplemental information.
- ⊙ Applicants provide poor quality sketches of their proposed subdivision without the involvement of a professional.

Key Areas of Improvement

- Communication
- Guide Book
- Subdivision Application
- Highway Permits
- Conditional Approval Letter
- Technology Enhancement

Communication

Issue:

Consistent advice and communication between all stakeholders.

Communication

Implementation:

- Each agency and government department resolve to improve communications with their staff.
- MG to be the main point of contact for the applicant.
- Meetings between planners and applicants will be encouraged.
- MG to conduct information sessions for interested stakeholders.

Subdivision Guide

Issue:

Information regarding all aspects of the subdivision process not readily available in one, easy-to-use document.

Subdivision Guide

Implementation:

- MG will develop the guide with input from core departments and participants of the Lean sessions.
- The guide will be a detailed document for applicants and municipal staff to refer to during the subdivision process.
- The guide will provide an overview of the internal processes of each agency and the expected processing times.
- The guide will list steps, including tips for meeting subdivision conditions in a more efficient manner.
- The guide will be available online.

Subdivision Application

Issue:

The subdivision application does not provide all necessary information to government agencies and stakeholders.

Subdivision Application

Implementation:

- Questions on the application form will be simplified.
- A focus group will be conducted to ensure the revised subdivision application is easy to understand.
- A surveyor's sketch will be required at time of application.
- Current legislation permits the Approving Authority to require a surveyor's sketch to accompany all subdivision applications.
- The surveyor's sketch will be used in lieu of a legal description.

Highway Permits

Issue:

Priority is given to applicants applying for access permits to limited access highways (i.e. Provincial Trunk Highways).

Highway Permits

Implementation:

- MIT will adopt a “First-in First-Out” method for processing access permit applications and applications for permits affecting limited access highways will no longer be given priority.
- Research will be undertaken to determine feasibility of transforming the Highway Traffic Board to an appeal body.

Conditional Approval Letter

Issue:

Applicant receives the conditional approval letter and is unsure how to complete the conditions.

Conditional Approval Letter

Implementation:

- MG will simplify the wording and format of the conditional approval letter with input from affected provincial departments and agencies.
- Instructions and the time required to complete each condition will be added.

Technology Enhancement

Issue:

Applicants cannot submit their subdivision applications online.

Technology Enhancement

Implementation:

- PDF versions of the revised subdivision application form will become available online.
- Research will be undertaken to determine feasibility of online submission and payment.
- Alternative methods of payment will be examined.
- Online review and processing of subdivisions will be analysed for possible efficiency gains.

Impacts

- Total processing time could be reduced by 3 months or more if the applicant completes conditions in a timely manner.
- Improved communication between all stakeholders, especially with the applicant.
- Accurate, reliable and objective information supplied by the applicants with the assistance of a qualified professional.
- No misinterpretation of the applicant's intentions – the lands being conveyed as a result of the subdivision are indeed the lands intended to be conveyed.
- The surveyor's sketch included at time of application may be registered at The Property Registry in lieu of a legal description.

Impacts: Processing Times

Agency	Current	Future
Approving Authority (MG)	2 to 4 months	1.5 to 3.5 months
Manitoba Infrastructure and Transportation	1.5 to 2 months	1 to 2 months
	2 to 3 months	NA
Manitoba Hydro	8 to 15 months	6 to 9 months
MTS	4 to 11 months	2.5 to 5 months
The Property Registry (LTO)	6 to 12 months	4 to 6 months
TOTAL	8 months to 2 years	7.5 months to 1.5 years

Thank you!
Questions?

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