

March 5, 2025

File: 30H-13
Sent via Email

All Member Municipalities of the
Oldman River Regional Service Commission

Dear Councils and Chief Administration Officers:

RE: ORRSC Development Processing and Project Viability for the Development Support and Processing Position

Background

Historically, Planning Staff of the Oldman River Regional Services Commission have assisted in fulfilling the role of Development Officer, or other related and similar duties, as a way to support our Members when they needed help.

In recent years, ORRSC has experienced an increase in the number of Members inquiring about our availability and ability to provide development support services and assistance. These inquiries have stemmed from a variety of circumstances, such as municipalities whose Chief Administrative Officer dually fulfills the role of CAO and Development Officer and those who are seeking permanent or temporary coverage for a Development Officer due to staff changes. Unfortunately, in our attempt to assist our Members, we have reached a point where the day-to-day tasks associated with development processing have begun to overwhelm Planning Staff and have had a negative impact on our ability to complete projects and provide our Members with their regular planning services.

In the summer of 2024, we circulated an Expression of Interest to our Members inquiring who may be interested in a development support and processing service. In response, those who were interested were asked to complete a survey to provide us with additional information such as annual permit numbers and interested level of support. We received 20 responses from Members and 18 completed surveys. Over the last several months we have reviewed the data and a variety of funding formulas to develop a proposal for this service. The proposed service was discussed with the Executive Committee, who confirmed their support for the position so long as it was fully funded by Members participating in the service, as it would not be funded through the Operating Budget.

Proposal

Based on our market research we estimated that it would cost the Commission approximately \$97,821.00 to hire a qualified Development Officer, including salary and benefits, and an additional \$2,500.00 for starting equipment such as a laptop, printer, scanner, and cellphone.

In December 2024, the proposal was distributed to those who responded to the initial Expression of Interest and highlighted the anticipated level of service, costs, and the roles, duties and responsibilities for the proposed Development Processing and Support Position.

Due to the diverse needs and sizes of our interested Members, we determined that a Tiered-Cost System would be the best approach to ensure that all participating Members workloads were captured equitably and fairly and that we had secure funding for the position. We used the data provided to us through the survey and determined the median value given by each Member for permits and compliance letters, and developed a 6 Tier System:

Tier	Total Number of Permits/Compliance Letters	Annual Cost	Monthly Cost
TIER 1	0 – 10	\$3,600.00	\$300.00
TIER 2	11 – 20	\$7,200.00	\$600.00
TIER 3	21-30	\$10,800.00	\$900.00
TIER 4	31-40	\$14,400.00	\$1,200.00
TIER 5	41-50	\$21,600.00	\$1,800.00
TIER 6	51+	Please contact our office to discuss this service further if your Municipality requires more than 50 Permits and/or Letters of Compliance per year.	

With the proposal, Members were requested to provide any feedback or comments and reconfirm their level of interest in the service given the proposed services and costs by Thursday, January 30, 2025.

Post Proposal Follow-Up

Following the January 30th deadline, we reviewed the feedback and number of interested parties in the service. Our initial intent was to provide a revised proposal to those Members who reconfirmed their interest. Most feedback received from Members who express that they were no longer interested in the service was related to the associated costs and funding formula. Some feedback received focused on developing a per-use cost approach, proposing a lower monthly fee with a per-service associated cost. While we considered this funding model at the time of drafting the proposal, due to its volatile nature we were unable to guarantee the necessary funding required for the service and the associated position.

Unfortunately, due to the limited number of Members who reconfirmed their interest, we are unable to secure the funding required in order move forward with this service without the cost being further increased and downloaded on those interested Members to a point that majority would find it unfeasible.

Over the coming weeks we will be working to develop a training plan in order to return all development processing related work back to their respective municipalities as we are no longer able to provide this service for our Members. Those Members who are affected by this change will be contacted by your respective Planner to schedule training.

We understand that this change will be challenging for some of our Members and want to assure you that a great deal of consideration has gone into this decision. We are dedicated to continuing to provide exception assistance to our Members.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

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Should you have any questions regarding these changes please do not hesitate to call me at 403-329-1344 or email admin@orrsc.com.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Lenze Kuiper', written over a horizontal line.

Lenze Kuiper
Chief Administrative Officer

Cc: ORRSC Board of Directors