

# Development Services Fund Business Continuity Plan Leading Indicators

August 2024



### Leading Indicator 1: Non-Cumulative Monthly Cost Recovery Rate

Activated when the non-cumulative monthly cost recovery rate for the most recent month is below 100%.

	<u>Month</u>	<u>Rate</u>	<u>Indicator Status</u>	<u>Action Required</u>	<u>Position Responsible</u>
🔊	Aug-24	85%	Active	Yes	Finance Section Manager

### Leading Indicator 2: LUS Cases Received

Activated when the number of land use applications received for the most recent 3 months is 7.5% or more below the number of land use applications received for the same 3 months of the previous year.

	<u>Months</u>	<u>% Change</u>	<u>Indicator Status</u>	<u>Action Required</u>	<u>Position Responsible</u>
🔊	Jun-Aug	-1.1%	Inactive	No	LUS Division Manager

### Leading Indicator 3: Site Development Permits Received

Activated when the number of land use applications received for the most recent 3 months is 7.5% or more below the number of land use applications received for the same 3 months of the previous year.

	<u>Months</u>	<u>% Change</u>	<u>Indicator Status</u>	<u>Action Required</u>	<u>Position Responsible</u>
🔊	Jun-Aug	-22.9%	Active	Yes	LUS Division Manager

### Leading Indicator 4: LUS Final Plats Received

Activated when the number of final plat applications for the most recent 3 months is 7.5% or more below the number of final plat applications during the same 3 months of the previous year.

	<u>Months</u>	<u>% Change</u>	<u>Indicator Status</u>	<u>Action Required</u>	<u>Position Responsible</u>
🔊	Jun-Aug	83.3%	Inactive	No	LUS Division Manager

### Leading Indicator 5: Total Valuation of Building Permit Applications Received

Activated when the total valuation of all building permit applications received for the most recent 3 months is 7.5% or more below the valuation of all building permit applications received for the same 3 months of the previous year.

	<u>Months</u>	<u>% Change</u>	<u>Indicator Status</u>	<u>Action Required</u>	<u>Position Responsible</u>
🔊	Jun-Aug	124.7%	Inactive	No	Permitting Services Division Manager

### Leading Indicator 6: Total Number of Building Permit Applications Received

Activated when the total number of all building permit applications received for the most recent 3 months is 7.5% or more below the total number of all building permit applications received for the same 3 months of the previous year.

	<u>Months</u>	<u>% Change</u>	<u>Indicator Status</u>	<u>Action Required</u>	<u>Position Responsible</u>
🔊	Jun-Aug	22.8%	Inactive	No	Permitting Services Division Manager

- Indicator status is inactive, no action is required  
 - Indicator status is active, action is required

\* Data does not include Cannabis Fund

\* Data does not include revenues/expenses from the new infrastructure bureau programs for the purposes of year-over-year comparisons

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### Leading Indicator 7: Pre-Application Conferences

Activated when the number of pre-application conferences held for the most recent 3 months is 7.5% or more below the number of pre-application conferences held during the same 3 months of the previous year.

	<u>Months</u>	<u>% Change</u>	<u>Indicator Status</u>	<u>Action Required</u>	<u>Position Responsible</u>
🗨️	Jun-Aug	-61.5%	Active	Yes	LUS Division Manager

### Leading Indicator 8: Early Assistance Appointments

Activated when the number of early assistance appointments for the most recent 3 months is 7.5% or more below the number of early assistance appointments held for the same 3 months of the previous year.

	<u>Months</u>	<u>% Change</u>	<u>Indicator Status</u>	<u>Action Required</u>	<u>Position Responsible</u>
🗨️	Jun-Aug	-36.0%	Active	Yes	LUS Division Manager

### Early Assistance Appointments and Pre-App Conferences Combined

Activated when the number of early assistance appointments and pre-application conferences for the most recent 3 months is 7.5% or more below the number of early assistance appointments held for the same 3 months of the previous year.

	<u>Months</u>	<u>% Change</u>	<u>Indicator Status</u>	<u>Action Required</u>	<u>Position Responsible</u>
🗨️	Jun-Aug	-41.3%	Active	Yes	LUS Division Manager

- Indicator status is inactive, no action is required
- Indicator status is active, action is required

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# Development Services Fund Business Continuity Plan Plan Triggers

August 2024



The reduction measures outlined in the Business Continuity Plan will be triggered by any circumstance in which four out of five triggers below are active (red)

### Trigger 1: Cumulative Cost Recovery Rate

Activated when the cumulative cost recovery rate is below 100%.

<u>Month</u>	<u>Rate</u>	<u>Trigger Status</u>	<u>Action Required</u>	<u>Position Responsible</u>
Aug-24	83%	Active	Yes	Finance Section Manager

### Trigger 2: Reserves

Activated when bureau reserves are below the minimum reserve goal of 50% or 6 months of total expenditures (reserves are below 50% of the total annual budget).

<u>Months</u>	<u>Reserves</u>	<u>Trigger Status</u>	<u>Action Required</u>	<u>Position Responsible</u>
Aug-24	22,203,119	Active	Yes	Finance Section Manager

### Trigger 3: Revenue

Activated when bureau revenues have been declining consistently for the previous 6 consecutive months.

<u>Months</u>	<u>% Change</u>	<u>Trigger Status</u>	<u>Action Required</u>	<u>Position Responsible</u>
Mar-Aug	-1.3%	Active	Yes	Finance Section Manager

### Trigger 4: Total Valuation of Building Permit Applications Received

Activated when the total value of all building permit applications received by the bureau has been declining consistently for the previous 6 consecutive months.

<u>Months</u>	<u>% Change</u>	<u>Trigger Status</u>	<u>Action Required</u>	<u>Position Responsible</u>
Mar-Aug	50.5%	Inactive	No	Permitting Services Division Manager

### Trigger 5: Total Number of Building Permit Applications Received

Activated when the total number of all building permit applications received by the bureau has been declining consistently for the previous 6 consecutive months.

<u>Months</u>	<u>% Change</u>	<u>Trigger Status</u>	<u>Action Required</u>	<u>Position Responsible</u>
Mar-Aug	15.3%	Inactive	No	Permitting Services Division Manager

- Trigger status is inactive, no action is required
- Trigger status is active, action is required

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