



NOTICE OF MOTION

Date: October 15th, 2025
To: Mayor and Council
From: Councillor Kyle Sampson
Subject: Creation of a “Fast Track PG” Program for Development Approvals

RECOMMENDATION:

That Council **DIRECTS** Administration to design a “Fast-Track PG” pilot program that can be implemented as soon as practicable to accelerate building and development approvals, improve service consistency, and increase accountability across the permitting and inspection process, with the intent to:

1. Create a streamlined permitting channel for eligible projects, including single-family homes (including infill lots), multi-family housing (including infill), and commercial/industrial tenant improvements, targeting approval within 10 business days for complete, compliant applications.
2. Review current processing times, and determine an improved processing time expectation on:
 - i. Approved Professional/Builder submissions
 - ii. Residential permits (including infill)
 - iii. Multi-family (including infill)
 - iv. Infill developments
 - v. Inspection scheduling and completion turnaround
3. Consider an “Approved Professional / Builder List” which could see:
 - i. A rapid application approval turnaround.
 - ii. That the program design include consideration of a cost-recovery model (i.e., a pay-per-play fee for rapid applications) and an accountability framework for repeat deficiencies.
 - iii. Eligibility criteria for the approved list.
4. Consider a “Complete Application” standard and single-deficiency letter process that:
 - i. If an application is incomplete, staff issues one consolidated deficiency letter listing all outstanding items; the processing clock pauses only once that letter is issued.
 - ii. The clock resumes immediately upon revisions being submitted to the City.
5. Consider creating a dedicated “Fast Track Coordinator” position within Planning & Development to manage all expedited files, act as the primary point of contact for applicants, and ensure expedient and efficient communication.
6. Add a “Fast-Track PG Report Card” to the monthly development and building permit summary that provides data on the program.

7. Develop and execute a communication and engagement plan that:
 - i. Includes advance consultation and feedback from the building community to inform the finalized creation of the Fast Track PG program and,
 - ii. Provides information that supports the building community in understanding and accessing the benefits of new Fast Track PG program for program roll-out.

8. Report back to Council:
 - i. Within Q1 2026 with a program framework, consideration of above recommendations, staffing and budget implications, and a communications plan to launch the pilot.
 - ii. In advance of the completion of the pilot period with a full evaluation and recommendation on continuation, expansion, or conclusion of the program.

DISCUSSION:

The development and construction community in Prince George plays a major role in driving local growth, investment, and housing supply, all of which is crucial in this time of opportunity, growth, and economic diversification of our City. Over the past several months, I've spoken with many builders, trades, and developers about their experiences navigating our City's permitting and inspection processes. I found a consistent theme in their comments that they would benefit from enhancements to the process that provide greater predictability, streamlined communication, and faster turnaround times, particularly on the permitting, but also on the final inspection processes.

To their credit, City staff have been and are continuing to work hard under high volume demand and evolving regulations. This motion is not a criticism of that work, in fact, it's an opportunity for Council to provide more resources and political direction to build on those efforts, introduce better tools and structure, and help ensure that our internal processes are as efficient and responsive as possible.

I've spent many months putting together this motion which would see the creation of a program that will address the building community's biggest concerns. "Fast-Track PG" is about creating better partnership with builders, and finding improvements in what builders and developers can expect, creating a framework that supports both staff and industry by removing friction points and setting shared expectations.

My goals with this motion are to make timelines predictable, communication consistent, and make it easier to get quality projects approved and inspected without unnecessary red-tape, bureaucracy or delay.

Any time in the permit or inspection queue adds cost to builders and, is ultimately passed on to the home buyers. Shorter, clearer processes mean lower carrying costs, faster construction starts, and more attainable housing prices. It should also result in more homes being built each development season, as less time will be spent caught up in red tape, and more time on the jobsite, which will also support the City hitting it's provincial housing targets.

This motion proposes the development of a pilot program that introduces a clear service model, defined performance targets, and stronger collaboration between the City and the building community. It directly takes lessons from other BC municipalities that have successfully modernized their development systems, this includes:

- Kelowna's Fast Track Infill Housing program uses pre-application checklists, strict completeness rules, and a 10-day turnaround for compliant files.

- Vancouver's 3-3-3-1 model sets clear expectations across all project types... three days, three weeks, three months, or one year, giving applicants certainty and accountability.
- Nanaimo's Fast-Track Building Permit process emphasizes a single point of contact and consolidated deficiency letters to reduce back-and-forth delays.

These cities have shown that when you set clear service standards with professional accountability, builders gain confidence to invest, staff workloads become more predictable, and overall housing output increases. PG has the right tools, with committed staff, strong policy, and an engaged building community, but by formalizing timelines and reporting, we can better support both sides of that partnership.

This NOM is taking the best practices of those communities and making our own program. This motion delivers a "Fast-Track PG" pilot, built around local needs within our development community. It brings in a structured "Approved Professional/Builder List," allowing qualified professionals and builders with a record of complete, compliant submissions to access an expedited, rapid permit turnaround. This service would come with a proportionate cost recovery pay-per-play application fee, which could help fund a dedicated staff "Fast Track Coordinator" type position to manage these applications and ensure consistent, expedient and efficient communication on any file issues.

For all other complete residential applications, a 10-business-day target will apply, paired with a single consolidated deficiency letter process. This ensures files don't stall indefinitely and that builders know exactly what's required to move forward.

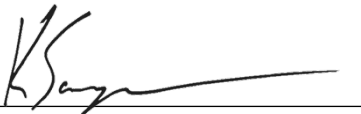
The program also introduces monthly public reporting to track performance along with a communication and engagement plan to refine the framework with input from local builders, engineers, and developers.

This "Fast-Track PG" program is about helping our building community build faster, helping our staff deliver better service, and helping our community have access to more housing supply. By running this as a pilot, we can test, refine, and measure outcomes before considering a permanent program.

This program, based on its success as a pilot, has the potential to expand further into the organization in areas like Economic Development, more in line with the Ottawa example of their "White Glove Service" which provides a direct concierge and personalized support for high-value applicants, developers, and investors looking to do business in Ottawa.

It is intended that this motion be considered by Council at the December 1st Regular Council Meeting.

Respectfully Submitted,



Councillor Kyle Sampson

For your reference:

Kelowna's Infill Program: <https://www.kelowna.ca/homes-building/property-development/infill-housing>

Nanaimo's Fast Track Program: www.nanaimo.ca/property-development/building-permits/fast-track-building-permits

Vancouver's 3-3-3-1 Program: www.vancouver.ca/home-property-development/permitting-improvement-program.aspx

Ottawa's White Glove Program: <https://whyottawa.ca/about-us/>