

DEPARTMENT	DEVELOPMENT SERVICES
DIRECTOR	Marianne Wade



INITIATIVE	DETAILS	ANTICIPATED COMPLETION DATE	% OF TASK COMPLETE	UPDATE & COMMENTS
Modernization of Subdivision and development servicing bylaw	The Bylaw 2919 to be repealed and replaced to align with a professional reliance model, best practices, and new supplemental design guidelines.	Q2 2025 Phase 1 Bylaw Q4 2025 Phase 2 initiate Supplemental Designs	Phase 1 50% Phase 2 10%	Phase 1 is the process regulations to coordinate with WSA, PLR process, alternative design, and types of subdivisions. The next step is to review the supplemental design guidelines when the updated master plans are completed. This work was stalled given the required changes to our zoning bylaw by Bill 44 (SSMUH), STR and update to OCP to meet provincial deadlines. Components of the SDSS have been revised such as: Works and Service Agreement, the professional reliance model and PLR format. Council adopted the amendment for Road sections to provide an alternative local road classification to provide for bioswales, alternative transportation, and for landscaping.
DCC Update	Bylaw 2840 to be repealed and replaced with a new bylaw and approved by the superintendent	Q4 2024 Intro to Council Q2 2025 Council consider proposed rates and initiate engagement Q3 2025 Bylaw Adoption	55%	Population growth projections have been incorporated into the models Internal workshops held August, September, October and November 2024 to review project list, benefiting factors, costs, and any new projects. Staff are finalizing the project list in consideration of financial plan and requirements for growth including housing. Staff will present proposed rates to Council in Q2 for consideration, then go to engagement, come back to Council for consideration of the Bylaw and then go to Inspector for approval in Q3 and adoption.

CPI Increase to DCC Bylaw	Bylaw 3116	Q4 2024	100%	Complete- Bylaw to increase DCC No.2840, 2016 by 3.9%
Complete Communities Assessment	Grant funded	Q4 2024	complete	Report identified gaps in daily needs, inform capacity modeling, identify areas for redevelopment, population projections, housing stock and type along with many other metrics to be used to inform OCP update, Zoning, and Infrastructure needs for future growth
ACC Regulations	New Regulations to support impacts of new housing regulations on community infrastructure	Q 4 2024 Intro Q 2 2025 Bylaw consideration	55%	Presented ACC methodology to Council Dec 2024 preparing fees for consideration by Council and will be part of DCC engagement. Not required to go to the Inspector.
Internal development servicing process updates	City received funding for Development Application Review	Q3 complete	40%	Establishing Digital forms for applications 60% completed and active, updating Tempest to add STR and metrics where possible, improving check lists, internal referrals, and updating current digital forms. Pre-application checklist established and being used to inform applicants on requirements for application.
Official Community Plan Update	To update the OCP to incorporate the 20 year housing demands	Q1 initiation Q3 Engagement Q4 Bylaws for consideration	20%	Q1 RFP and consultant awarded. Preparing communication and engagement strategy and initiate consultation in Q2, reviewing capacity modeling with growth areas, economic land study, incorporating complete communities assessment report.
Modernization of Zoning Bylaw	To align the Zoning Bylaw with the updated OCP and NEW provincial Housing legislation by December 31 2025	Q1 initiation	20%	Short Term Rental Bylaws initiated, Development Permit Areas 1 and 2 amendments initiated, RFP closed for consultant , work to commence Q2 includes housekeeping, formatting, and proactive zoning to support housing supply to meet Housing Needs Assessment report demand.

Building Bylaw update	Zero Carbon Step Code and Housekeeping	Q3 2025	<div><div></div></div> 50%	Engagement and survey completed and staff are preparing a report for Council's consideration. Housekeeping items to be addressed and move on buildings was addressed in Q1 2025.
Short Term Rental Regulations	New STR provincial regulations to guide update to Zoning Bylaw	Q2 2025 consideration of bylaw adoption	<div><div></div></div> 80%	Provincial regulations in effect to opt in or out as of May 1, 2024 and enforcement of provincial registry as of May 1, 2025. Council received an introduction report at April 24, 2024 RCM and considered first and second readings of the Bylaw April 2025, public hearing and consideration of bylaw Adoption in Q2. Engagement has commenced.
Business Licencing Bylaw Amendment for STR and updates	amend Business licence for STR and then a repeal and replace for modernization	Q2 2025 STR amendment Q3 2025 Modernization	<div><div></div></div> 40%	Bylaw amendment considered by Council April 2025, consideration of bylaw adoption with Zoning amendment bylaw in Q2. Staff are reviewing the current Bylaw and will be modernizing the bylaw for Q3.
Developers meetings	Developer meetings have been re-established	Ongoing	<div><div></div></div> 25%	Meetings held in January, March, April 2025 and proposed on a monthly basis where processes will be discussed, projects such as DCC.
Kus Kus Sum development and rehabilitation	Plan and partnership agreement to rehabilitate old mill site along Courtenay River	Q4 2025	<div><div></div></div> 70%	Committee formed to raise funds and guide the rehabilitation process. Date provided is estimated completion of restoration activities. Staff attend meetings and work on soil permits.
Downtown Local Area Plan (Harmston and Downtown Playbook)	Comprehensive plan for City owned Harmston Park and adjacent block land as a strategic downtown development precinct.	Q3 2025 Council consider DVLAP	<div><div></div></div> 40%	Council received a report at the July 17, 2024 RCM with an update on engaging consultant and internal working group commencing, Q4 2024 SWOT analysis complete and preparing community engagement strategy. Q1 2025 report back to Council on what we heard. Q2 internal meetings preparing for engagement in May 2025.
Tree Protection Bylaw update	Review of the bylaw for alignment with the new OCP and housing legislation	Q3 2025	<div><div></div></div> 10%	Staff have identified revisions for clarity for implementation and will prepare amendment. This is delayed given the requirements for updates to OCP and Zoning Bylaw by Province.

Development Procedure Bylaw	Updates to align with Provincial Statues	Q3 2025	<div><div></div></div> 20%	Review under way
Fees and Charges Bylaw amendment for Development Services Fees	Review fees in all relevant bylaws	Q3 2025	<div><div></div></div> 20%	Staff have initiated reviews