




<b>DEPARTMENT</b>	DEVELOPMENT SERVICES
<b>DIRECTOR</b>	Rob Roycroft



INITIATIVE	DETAILS	ANTICIPATED COMPLETION DATE	% OF TASK COMPLETE	UPDATE & COMMENTS
<b>Subdivision and development servicing bylaw updates</b>	Design guidelines for municipal infrastructure	Q4 2023	50%	Work was deferred when covid became an issue. Due to the length of time since this bylaw was worked on, Staff would like to do further consultation with development community before finalizing this work. Staff anticipate work will restart on this project in 2023. The scope has been increased (and therefore % progress decreased since last report) to add new stormwater measures per the OCP.
<b>DCC Update</b>	Update the DCC project list	Q4 2023	10%	Consultant is in the process of establishing projects that support the DCC bylaw based on current master plans and will be looking to start Project workshops February/March 2023.
<b>Internal development servicing process updates</b>	Evaluating requirement for development servicing information in the context of full cycle of development approvals process (from rezoning, development permit, subdivision (where applicable), to building permit) for overall efficiency in development application processes.	Q1 2023	90%	Development servicing information is now (as of mid last year) required at the earliest stages of development approvals to ensure that development proposals can be fully serviced and that servicing will not affect layout and design considerations. Information requirements now being reviewed to understand what servicing information is critical at what stages to further improve efficiencies for applicants and City. Met with civil consulting community representatives in February to discuss.
<b>Pre-Consultation Meetings</b>	Opportunity for applicants to meet with staff prior to applying for a planning application and receive a comprehensive interdepartmental preliminary review (for a fee).	On Hold	80%	Reviewed pre-consultation processes from other communities and drafted a new terms of reference. A few such meetings were piloted mid 2022. Staff identified operational and procedural gaps in providing this level of service. Program is on hold until department vacancies are filled.
<b>Comprehensive Zoning Bylaw Update</b>	To align the Zoning Bylaw with the updated OCP	Q2 2024	5%	On hold until departmental vacancies can be filled. Staff are beginning to develop work programs and analysis of general provisions. Phased adoption process is proposed to implement Zoning Bylaw updates more quickly.

<b>Building Bylaw update</b>	Comprehensive review of Bylaw including incorporating BC Building Code and OCP policy energy step code requirements.	Q3 2023	10%	Review will take place internally. OCP policy is to ensure that City is always one step ahead of provincial minimum energy step code requirements. Will include transitional provisions for instream planning applications including education and communications. Waiting on direction from provincial government on BC Building Code more generally.
<b>Short Term Rental Bylaw</b>	Currently unregulated. Would create a regulatory framework.	Q1 2024	25%	Had started before OCP review. Background research and report complete. Was deferred until OCP complete. Objectives of Council needed. Review of best practices evolving and will require review.
<b>New early engineering approval process</b>	Collecting a fee to review plans prior to zoning and DP approval	Q1 2023	90%	Redundant line item - is included in <b>Internal development servicing process updates</b>
<b>Developers Advisory Group terms of reference</b>	Advisory Group to provide feedback on development process	Q2 2023	25%	Work underway to evaluate past development community engagement and advisory roles and identify options. Objectives and term of advisory group need to be determined. On hold until departmental vacancies are filled.
<b>Kus Kus Sum development and rehabilitation</b>	Plan and partnership agreement to rehabilitate old mill site along Courtenay River	Q4 2024	60%	Committee formed to raise funds and guide the rehabilitation process. Date provided is estimated completion of restoration activities.
<b>Harmston Precinct Local Area Plan</b>	Comprehensive plan for City owned Harmston Park and adjacent block land as a strategic downtown development precinct.	Q4 2024	0%	This project was intended to be initiated following adoption of OCP. Project on hold following comprehensive Zoning Bylaw update.
<b>Downtown Playbook Update</b>	Key capital projects envisioned for the downtown	Q4 2023	0%	This project will be initiated once the OCP has been Adopted. Next step is to identify feasibility of priority projects identified within the Playbook in accordance with strategic priorities.
<b>Greenway Connectivity Study RCCS/CVRD</b>	Construction of the continued segment of the Riverway Greenway to connect to the CVRD trail system into Royston	On Hold	0%	This project to be referred to RCCS to lead. Work with neighbouring jurisdiction to extend the water front trail.
<b>Tree Protection Bylaw update</b>	Review of the bylaw for alignment with the new OCP	Q4 2024	0%	This project will be initiated once the OCP has been Adopted

<b>Review of new legislative powers to streamline development application processes</b>	Bill 26 (Municipal Affairs Statutes Amendment Act) permits local governments to set policies on public hearings and delegation of variances.	Q2 2023	 <b>10%</b>	Bill 26 removes the default requirement to hold public hearings for zoning amendments that are consistent with the OCP, and enables decisions on minor development variance permits to be delegated to staff. Review of other community and best management practices has started. Process will include a Council workshop.
<b>Age-friendly public spaces and mobility networks audit</b>	BC Healthy Communities \$15,000 funding received to conduct audit of key infrastructure.	Q3 2023	 <b>10%</b>	Working with Community Health Network to coordinated approaches to conducting accessibility audits on key facilities. Network has Island Health funding to conduct audit on key civic and commercial buildings across the valley. City has funding to conduct audit on public parks and active mobility networks within OCP growth centres.
<b>Development Application Fee Bylaw update</b>	Review of fees in order to represent staffing requirements. Working across departments as well.	Q2 2023	 <b>0%</b>	A number of development application fees require review. Building permit application fees are contained within the Building Bylaw (a concurrent workplan).