

DSMP PHASE 1 ACTIVITIES SUMMARY

DATES	ACTIVITY
	Process / Policy / Bylaw Improvements
April 2021 – April 2022	<ul style="list-style-type: none"> • Conducted internal reviews of current development approval processes to identify opportunities for greater efficiency and effectiveness. • Engaged with external agencies to understand provincial regulatory requirements and explore opportunities for improvements to referral processes • Updated internal approvals procedures • Created a single point of contact for referrals coordination
April 2021 – May 2023	<ul style="list-style-type: none"> • Employed a Graphic Design Professional (Planning Communications Assistant) to aid in development of website and communications materials • Updated development application guides and created development application checklists • Updated website to improve content, including a FAQ section, and simplify navigation • Employed “Bangthetable” as a website engagement platform (hub) for development applications, as a tool to improve communications and transparency with the public
November 2022 – January 2024	<ul style="list-style-type: none"> • Consulted with Advisory Planning Commissions on roles and responsibilities of APCs, development approval procedures, and proposed changes to development procedures bylaw • Introduced a new development procedures bylaw, which included delegation of authority for all development permits to staff, updated notice procedures and requirements, updated development signage requirements, updated landscape security requirements, updated development application fees • Introduced a new development referrals policy, to streamline development application review and referral processes (avoiding lengthy referral processes for minor applications and expediting preliminary reports to committee for major applications) • Updated development procedures bylaw to include delegation of minor variances to staff • Established procedures for electronic and hybrid (in-person/electronic) public hearings • Introduced a new Advisory Planning Commission (APC) bylaw, which established clear procedures, referral turn-around times, and clarified roles and responsibilities of individuals involved in APC referral processes • Created a new APC Handbook, to provide a plain-language guide to APC roles and responsibilities, and the APC referral process • Introduced a new Board of Variance (BOV) bylaw, which established clear procedures and clarified roles and responsibilities of individuals involved in BOV application processes • Created new standard covenant templates in order to expedite the covenant preparation process (and limit applicants’ time and expenses related to covenant preparation)
January 2023 – January 2024	<ul style="list-style-type: none"> • Conducted training workshops with elected officials and staff on various topics including: planning law (authorities under the Local Government Act and Community Charter), conduct, regulatory enforcement, authority and responsibilities in relation to development in natural hazard areas, community amenity contributions, and public meetings and hearings, in order to build capacity and understanding

Attachment A

	<ul style="list-style-type: none">• Conducted training for Board of Variance members and staff on BOV authorities, roles and responsibilities, and conduct in order to build capacity and understanding in relation to the BOV• Staff participated in MATI Approving Officer training in order to better understand the subdivision approval process• Staff participated in Adobe InDesign training in order to develop in-house capacity for routine website and communications updates• Conducted training for Advisory Planning Commission (APC) members and staff on APC roles and responsibilities, and conduct in order to build capacity and understanding in relation to APCs
December 2022 – February 2024	<ul style="list-style-type: none">• Secured services of a Project Management Professional (eGov) to support land management software (LMS) implementation; specific activities included assessing CVRD needs, scoping potential solutions, RFP development, proposal review, selection, and general project management (project management services will continue through the next phase of LMS implementation, which extends beyond the grant reporting period and is expected to conclude December 2024)• Prepared, reviewed and issued Request for Proposals (RFP) in consultation with CVRD internal divisions (Information Technology, Geographic Information Systems, Record Management, Finance and legal counsel)• Conducted RFP process and entered into a contract with Thoughtstorm to provide software integration services• Acquired Clariti (LMS) solution as a new digital land management platform to help streamline development and building application review processes and assist in managing day-to-day operations and enhance public access to development-related information• Undertook project discovery and have commenced software customization/integration with Thoughtstorm and Clariti