

Attachment 4
Proposed Application Review Process

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The master plan process is intended to bridge the gap between high level directions in the Official Community Plan and the site-specific details of a standard rezoning and Development Permit application. Organized across three stages, the process would involve community consultation, opportunities for Council feedback, and staff review. The overall intent would be to prioritize getting to Council consideration of a Policy Statement, Tenant Assistance Plan, Housing Agreement, and supporting a basic Zoning Amendment Bylaw that will reflect Council and community priorities and guide creation of the subsequent detailed master plan and site buildout. The process is similar to that of the Columbia Square redevelopment project which received Third Reading on October 28, 2024.

The schedule is contingent on a number of factors, including Council endorsement of the process and the applicant being able to successfully address Council, staff, public and tenant feedback, and meet all requirements by the City's deadlines. The schedule further acknowledges that public consultation cannot occur during summer months or the December holiday season. Should the applicant fail to meet the City's deadlines, the schedule would be forward adjusted.

Stage 1: Development of Policy Statement, Tenant Assistance Plan, and Housing Agreement and Zoning Amendment Bylaws (ongoing to Council consideration of bylaw readings)

During Stage 1, staff would work with the applicant team to develop:

- Policy Statement – Intended to guide the detailed master planning process, the Policy Statement is anticipated to include, but not be limited to, topics such as tenant support and rehousing, affordable housing, rental unit replacement, public benefits, development phasing, open space, urban design, transportation demand management, and site access and servicing;
- Tenant Assistance Plan – Intended to provide a clear and comprehensive Plan for the interim and future housing of tenants, related supports, and ongoing tenant communication through to completion of construction. The Plan would be developed by the applicant's third party Tenant Assistance Coordinator (Lookout Housing and Health Society) in close consult with tenants and staff, and would be expected to comply with the City's updated Tenant Assistance Policy;
- Housing Agreement – To secure all rental housing proposed through the project; and,
- Zoning Amendment Bylaw – To provide basic parameters for massing, use, and development phasing and anticipated to include basic zoning parameters including but not limited to development phasing, density, use(s), and building heights.

Various “stage gates” precede major milestones, and compliance with all City requirements (determined at the discretion of staff) would be required in order for the applicant to move forward. Community consultation is anticipated to occur in Fall 2025 and Winter and Spring 2026, prior to consideration of the Policy Statement, Tenant Assistance Plan, Housing Agreement, and Zoning Amendment Bylaw by Council. Staff anticipate these deliverables would be considered by Council in late Spring 2026.

Review Timeline

The anticipated schedule for Stage 1 of the application review process is as follows:

1. Preliminary Report to Council seeking direction (**WE ARE HERE**)
2. Submission #1 (Summer / Fall 2025):
 - a. Initial master plan concept
 - b. Draft Tenant Needs Assessment
 - c. Draft Tenant Assistance Plan
3. Interdepartmental staff review of Submission #1 (Summer / Fall 2025)

Stage gate #1: All Council and staff feedback to be addressed by the Applicant to the satisfaction of staff.

4. Applicant-led public consultation #1 (Fall 2025)
5. Joint Applicant-City staff workshops (Fall 2025)
6. Submission #2 (Winter 2025):
 - a. Revised master plan concept
 - b. Final Tenant Assistance Plan
7. Interdepartmental staff review of Submission #2 (Winter 2026)

Stage gate #2: All Council, community, staff feedback to be addressed by the Applicant, to the satisfaction of staff.

8. Applicant-led public consultation #2 (Winter 2026)
9. Draft Policy Statement prepared by City (Winter 2026)
10. Submission #3 (Spring 2026):
 - a. Revised master plan concept
 - b. Final public benefits proposal
11. Interdepartmental staff review of Submission #3 (Spring 2026)

Stage gate #3: All Council, community, staff feedback to be addressed by the Applicant, to the satisfaction of staff.

12. City-led public consultation (Spring 2026)
13. Update to Council on master plan process (Spring 2026)
14. Preparation of Housing Agreement and Zoning Amendment Bylaws (Spring 2026)
15. Final Policy Statement prepared by City (Spring 2026)

Stage gate #4: All Council, community, staff feedback to be addressed by the Applicant, to the satisfaction of staff.

16. Council consideration of first, second, and third readings of Housing Agreement and Zoning Amendment Bylaws and endorsement of Policy Statement (late Spring 2026)

Should Council support the Tenant Assistance Plan, endorse the Policy Statement, and give three readings to the Housing Agreement and Zoning Amendment Bylaws, the project would then move to Stage 2 of the proposed process.

Stage 2: Finalization of Detailed Master Plan and Related Legal Agreements (should third reading be given – from third reading to Council consideration of adoption of the Zoning Amendment Bylaw)

During this stage, staff would work with the applicant to develop a detailed master plan for the site. This master plan would provide a clear plan of development and technical details to guide future phased development through subsequent Development and Building Permits. Further consultation with the community and interdepartmental review would be anticipated. The master plan would be registered on title through a restrictive covenant and Development Agreement, prior to Council consideration of final adoption of the Zoning Amendment Bylaw. It is anticipated that the applicant would progress the Development Permit for the first phase of development concurrent with this process.

Should Council adopt the Zoning Amendment Bylaw, the project would move to Stage 3 of the proposed process.

Stage 3: Development and Building Permit Issuance

This stage would involve review and issuance of Development and Building Permits for each phase of development, and would facilitate buildout of the site in accordance with the master plan.