

PROJECT WORK PLAN AND SCHEDULE

CITY OF FERNIE DEVELOPMENT APPROVALS ENHANCEMENT

To Derek Cimolini Manager of Planning City of Fernie	From McElhanney Ltd.
Re Project Work Plan and Schedule	Date February 6, 2023

Based on the discussions with the City's project team and the Project Communication and Engagement Plan, the table below outlines the planned key tasks, and the estimated timeline. This memo will act as a living document to outline communication and engagement activities that will support the Project on time and within budget.

Phase 1—Project Initiation

Duration: September 2022–January 2023

Purpose The project kicks-off as a collaborative process between the consultant and the City of Fernie to set the framework for the project, fine tune the work plan and develop a Communication and Engagement Plan.

<i>No.</i>	<i>Key Tasks</i>	<i>Timeline</i>
1.1	Project kick-off meeting with the City project team (virtual)	Sept. 2022
1.2	Coordinate with the City and prepare a draft Project Communication and Engagement Strategy document	Sept. 2022 – Jan. 2023
1.3	Revise and submit a Project Communication and Engagement Strategy	Jan. 2023

1.4	Assist with setting up the project engagement webpage on LetsTalkFernie, including preparation of project information, infographics, and project documents	Nov. 2022 – Jan. 2023
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Phase 1 Deliverables:

- Project Work Plan and Schedule
- Project Communication and Engagement Plan

Phase 2—Development Approvals Process and Policies Review**Duration: January 2023—May 2023**

Purpose The project team will research and analyze the City’s policies, bylaws, and planning framework to draft a Policies Review Report, identifying issues and recommending actions for implementation.

<i>No.</i>	<i>Key Tasks</i>	<i>Timeline</i>
2.1	Review and analysis of the City’s regulatory and process documents	Jan. – Feb. 2023
2.2	Review development activity statistics and facts	Jan. – Feb. 2023
2.3	Research recent development process options, and attainable housing policies and best practices	Feb – Mar. 2023
2.4	Presentation to Council – project overview, work plan, and engagement plan	Feb. 2023
2.5	Implementation of the Phase 2 Engagement Activities	Feb. 2023
2.6	Review a selection of ten development application files with subject experts	Mar. 2023
2.7	Identify issues to address and develop recommendations	Mar. 2023
2.8	Prepare the Development Approval Process and Policies Review report	Mar. – Apr. 2023
2.9	Meeting with the City project team to discuss the Development Approval Process and Policies Review draft report (Virtual Workshop #1)	Apr. 2023



2.10	Submit the Development Approvals Process and Policies Review Report, revise as required	May 2023
2.11	Meeting with Committee of the Whole (virtual) - Development Approval Process and Policies Review	May 2023
2.12	Submit the final report, revise as requested by Council	May 2023
2.13	Update the project engagement webpage	May 2023

Phase 2 Deliverables:

- Development Approvals Process and Policies Review Report

Phase 3 – Process Mapping and Development Applications Handbook**Duration: March 2023 – July 2023**

Purpose This phase works to build on the knowledge learned in the Policies Review Reports, and form a foundation for a future Development Applications Procedures Bylaw. An easy-to-follow Process Map and comprehensive Development Application Handbook will educate the public and development community on how to navigate improved pathways to approving development and construction projects.

<i>No.</i>	<i>Key Tasks</i>	<i>Timeline</i>
3.1	Meetings with the City project team to define the new process for all types of development applications	Mar. 2023
3.2	Prepare a draft complete development application process map	Apr. 2023
3.3	Develop online and print media Development Applications Handbook	Mar – Apr. 2023
3.4	Graphic design and enhance the Development Applications Handbook	Apr. – May 2023
3.5	Submit the draft Development Applications Handbook, revise as required	Jun. 2023
3.6	Implementation of Phase 3 Engagement Activities	Jun. 2023

3.7	Meeting with Committee of the Whole #2 (virtual)— Complete Development Application Process Map and Development Applications Handbook	Jul. 2023
3.8	Submit the two documents, revise as requested by Council	Jul. 2023
3.9	Update the project engagement webpage	Jul. 2023

Phase 3 Deliverables:

- Complete Development Application Process Map
- Development Applications Handbook

Phase 4 – Planning for a Development Application and Permit Tracking System**Duration: Jun. 2023 – Aug. 2023**

Purpose In the final phase, a Needs Assessment will be completed to identify a development and construction permit tracking system that best serves the Fernie community. The vision for the system is that it will be a one-stop online portal where the applicant can find application requirements, make complete application submissions, and track application status.

<i>No.</i>	<i>Key Tasks</i>	<i>Timeline</i>
4.1	Facilitate a needs assessment	Jun. – Jul. 2023
4.2	Provide information to the City and Council for budget consideration	Aug. 2023
4.3	Assist with final reporting to the province	Aug. 2023
4.4	Update the project engagement webpage	Aug. 2023

Phase 4 Deliverables:

- Needs Assessment