

Timeline	Project Phase	Key Tasks & Deliverables
Winter 2024	<p>PHASE 1 Project Kick-Off</p> <p>Phase 1 will involve introduction of the internal working group and finalizing the work plan. Engagement with a consultant at this early stage is critical. It will also involve developing an engagement strategy and opportunities to align with other City of Burnaby projects.</p>	<ul style="list-style-type: none"> • Create internal working group • Kick-off meeting & intro to internal working group • Finalize work plan, project timeline and implementation strategy • Develop external engagement strategy & align with OCP team • Develop internal engagement strategy • Public launch of project & preparation of any associated materials <p>Prepare RFP and retain consultants</p>
Spring 2024	<p>PHASE 2 Background & Best Practices</p> <p>The beginning of Phase 2 will include a review of the existing processes, plans, policies, bylaws and guidelines. This Phase will also review all relevant City of Burnaby projects to identify key policies and goals to be implemented through the DP Transition.</p>	<ul style="list-style-type: none"> • Baseline analysis of existing plans and policies • Identify issues & opportunities through department-specific working group sessions • Complete best practice research and make recommendations regarding content, structure and process • Identification of key city policies to be implemented through transition
Summer – Fall 2024	<p>PHASE 2 Develop draft guidelines, graphics & consultation</p> <p>The latter half of Phase 2 will involve the consultant drafting development permit area guidelines and graphics, as well as assist with a public engagement strategy for the project.</p>	<ul style="list-style-type: none"> • Draft Guidelines for each DPA and DP type • Prepare summary materials for internal and external engagement • Engage with interested parties on draft regulations • Creation of DP case types in Energov • Establish workflow and integration with end-to-end development approval process
Winter – Summer 2025	<p>PHASE 3 Finalize draft guidelines & establish process</p> <p>Phase 3 will involve preparing the final draft of the DPA guidelines, and creating Energov new case types and workflow processes.</p>	<ul style="list-style-type: none"> • PDC/Council Report to present key findings and directions for DP guidelines • External referrals (MOTI/MOE) • Training sessions for staff on new DP types

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Fall 2025	PHASE 4 Implementation	
	Phase 4 will involve preparing supplementary bylaws and socializing the new guidelines with various internal departments and external agencies.	<ul style="list-style-type: none"> • Training sessions for staff on DP Guidelines • Preparation of supplementary bylaw amendments • Approval of fees • Creation of bulletins • Launch of an updated website • PDC/Council adoption concurrent with OCP and Zoning Bylaw
Jan 1, 2026	PHASE 4 Go-Live	
	Applications ready for processing	