Staff Report to Council

Planning and Development – Planning Division

FILE: 01-0450-01/26

REPORT DATE:	November 01, 2026	**MEETING DATE:**	November 23, 2026
TO:	Mayor and Council		
FROM:	Colin O'Byrne, Manager of Planning		
SUBJECT:	**2027 Draft Business Plan - Planning and Development**		

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL: M. Roberts / November 4, 2026

RECOMMENDATION(S):

THAT Council:

A. Receive for information the Planning Division 2027 Draft Business Plan and Staff Report as presented at the November 23, 2026 Council Meeting; OR

B. Other.

PURPOSE

To present the 2027 Draft Business Plan for the Planning Division.

☒ Information Report ☐ Decision Report ☐ Direction Report

DISCUSSION

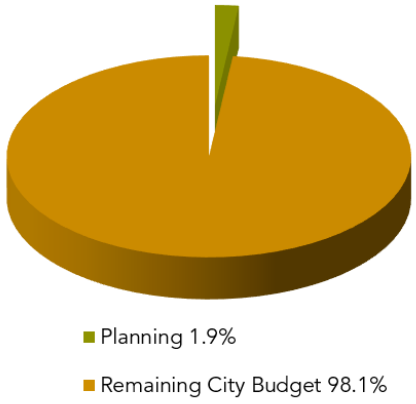
DIVISION OVERVIEW

The Planning Division provides a range of services relating to sustainable community development, in alignment with the City's Strategic Plan, Official Community Plan, and other guiding documents. The division services include: community and development planning; economic development planning and initiatives; social planning; community outreach; committee and advisory board technical support; planning and development administration and information services.

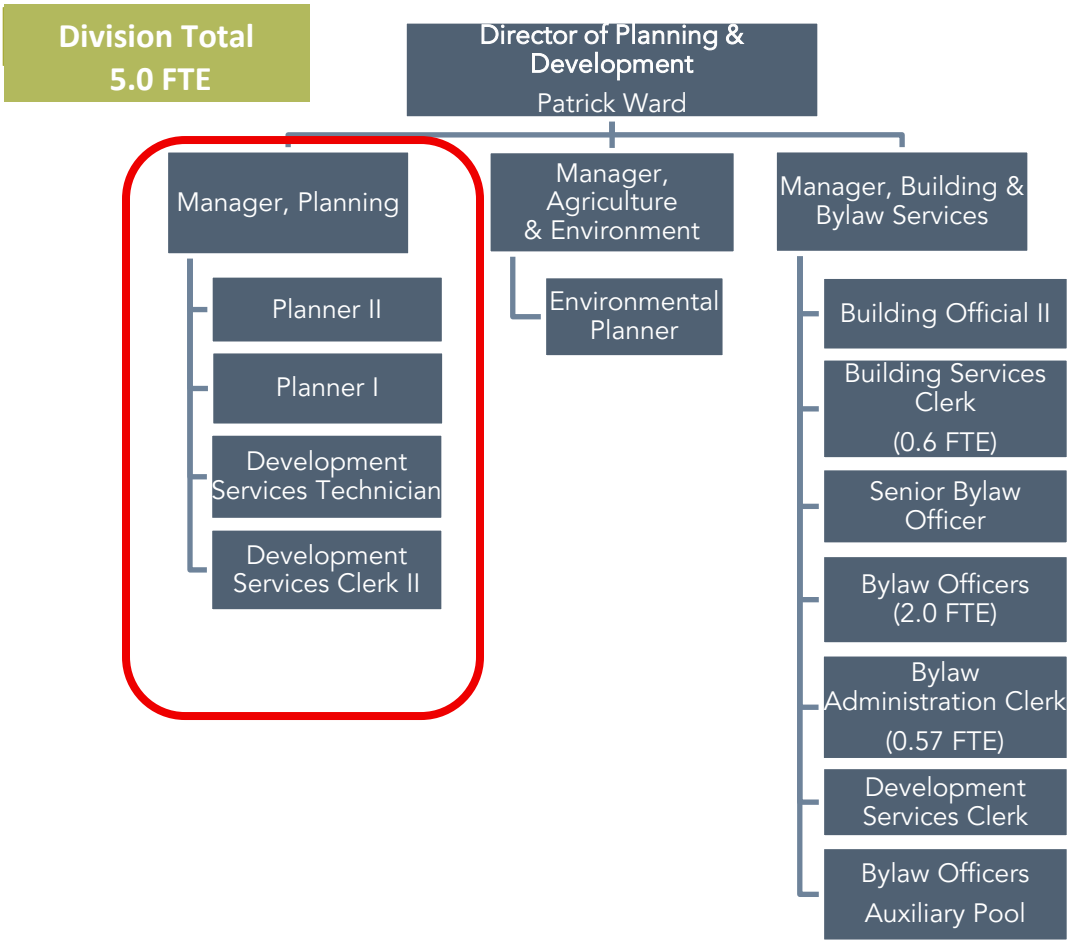
Operating Budget: $740,000

Capital Budget: $150,000

% Share of overall City Budget: 1.9%



Staff Complement:



Forecasted Position Adjustments

None.

Key Performance Measures

The following table highlights key divisional statistics:

Performance Measure [Strategic Priority]	**2025 Actual**	**2026 Forecast**	**2027 Forecast**
Development applications received [Balanced Economic Prosperity; Community Spirit and Wellbeing]	41	45	50

Deferred Projects

The Civic Centre Masterplan was deferred due to market conditions, based on the results of a market and financial analysis completed for another planning initiative, as reported in the Q2 2026 Strategic Priorities Quarterly Report presented to Council on April 14, 2026.

2026 Achievements (Top 3)

- **NORTH LOUGHEED AREA PLAN ADOPTION.** The North Lougheed Area Plan establishes the vision, priorities, land use plan and policies to guide sustainable, forward-looking growth for the North Lougheed Area. It addresses a number of community needs by creating housing diversity, generating new jobs and investment, protecting natural and cultural sites, preserving surrounding agricultural properties and enhancing outdoor recreation through new parks and trails. Future development will also support the construction of the North Lougheed Connector, which will improve overall traffic flow, enable traffic calming along Old Dewdney Trunk Road, and enhance road safety in the agricultural area. *[Balanced Economic Prosperity – Business Vitality; Community Spirit and Wellbeing – Housing Diversity]*
- **AGRICULTURAL ZONING REGULATIONS REVIEW.** Updated Zoning Bylaw regulations for agriculturally zoned properties to improve protection of agricultural land, support current agricultural practices, and clarify regulations for non-agricultural uses. This is part of the City's ongoing efforts to improve and streamline our regulatory requirements. *[Balanced Economic Prosperity – Agriculture]*
- **DEVELOPMENT SERVICES REVIEW**. Supported by a UBCM grant, the City completed a comprehensive review of its development application processes to identify customer service improvements and procedural efficiencies. Implementing the findings will increase process transparency and improve application timelines. *[Corporate Pride – Service Excellence]*

Key Challenges for 2027

- **INCREASING DEVELOPMENT APPLICATION COMPLEXITY.** With approximately 78% of Pitt Meadows within the Agricultural Land Reserve and very few greenfield areas left for new development, development activity has increasingly transitioned to infill and redevelopment. Additionally, the Province's small-scale, multi-unit housing regulations have resulted in more intense infill proposals. Applications for these types of projects require careful technical reviews due to site-specific constraints, new forms of infill development, neighbourhood context, and parcel-by-parcel redevelopment patterns.
- **PROVINCIAL HOUSING TARGETS.** The Province issued a Housing Target Order to the City in August 2025, requiring the municipality to facilitate the construction of 727 net-new units by 2030. The City has undertaken, and continues to undertake, efforts to increase housing options and streamline development application processes but is not currently on track to meet the prescribed targets. Under the *Housing Supply Act*, this could result in provincial review of municipal development policies and practices, and compliance orders to implement bylaw and policy changes. It is unclear at this stage whether the change in provincial government may result in changes to the Province's approach to housing policy and regulation. Any new or revised provincial requirements could necessitate additional municipal work on housing policies, bylaws, and development processes, potentially affecting the resources available to advance other key initiatives for 2027.
- **INCREASINGLY COMPLICATED PLANNING ENVIRONMENT.** Planning practices and procedures have become increasingly complex in recent years, with provincial changes to planning regulations, including those for public hearings, transit-oriented areas, accessibility, and regulatory guides. Additionally, the City has updated and introduced several plans and strategies that are now being implemented. Collectively, these require careful coordination to meet statutory requirements and implement them with existing resources.

Key Initiatives 2027

Strategic Priority	Initiative
Community Spirit and Wellbeing – Housing Diversity	**2026-2028 HOUSING ACTION PLAN IMPLEMENTATION.** Complete in-progress 2026 actions and initiate 2027 actions outlined in the City's Housing Action Plan. These include: • continued updates to communication resources; • a targeted review of the official community plan, including a review of special study areas; and

Strategic Priority	Initiative
	• a review of regulations affecting secondary and garden suites.
Principled Governance – Advocacy	**HOUSING TARGET PROGRESS REPORT.** Prepare the progress report required under the provincial housing target order.
Balanced Economic Prosperity – Business Vitality; Community Spirit and Wellbeing – Housing Diversity	**NORTH LOUGHEED AREA PLAN IMPLEMENTATION.** Following Council's adoption of the North Lougheed Area Plan and its integration into the City's Official Community Plan, begin work on the implementation initiatives identified in the Area Plan.
Principled Governance – Meaningful Engagement; Community Spirit and Wellbeing – Active Wellness	**ACCESSIBILITY PLAN IMPLEMENTATION.** Continue to coordinate the implementation of the Accessibility Plan, develop a public-facing implementation status tracker, and review of the Adaptable Housing Policy.
Balanced Economic Prosperity – Business Vitality; Principled Governance – Regional Partnerships	**ECONOMIC DEVELOPMENT STRATEGIC PLAN IMPLEMENTATION.** Continue to implement initiatives identified in the Economic Development Strategic Plan endorsed by Council on July 25, 2023. Focus areas are anticipated to include: • continued collaboration with local and regional partners on support for local businesses; • tourism-related initiatives; • the blueberry festival (the operating budget for economic development is anticipated to be sufficient for another fee-for-service agreement); and • hiring fairs.
Corporate Pride – Service Excellence	**DEVELOPMENT SERVICES CONTINUOUS IMPROVEMENT.** Advance initiatives to enhance the clarity, efficiency, and service levels of the City's development application processes. Focus areas include: • streamlining internal file management; and • review of the Development Procedures Bylaw.

PROPOSED OPERATING BUDGET

	2026 Adopted Budget	2027 Proposed Budget	Proposed Changes for 2027		2028 Proposed Budget	2029 Proposed Budget	2030 Proposed Budget	2031 Proposed Budget
Revenue								
Planning	$ (358,500)	$ (383,400)	$ (24,900)	-6.9%	$ (389,600)	$ (396,200)	$ (400,400)	$ (403,600)
	(358,500)	(383,400)	(24,900)	-6.9%	(389,600)	(396,200)	(400,400)	(403,600)
Expenses								
Planning	1,081,800	1,123,400	41,600	3.8%	1,161,400	1,200,600	1,241,100	1,283,100
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Net Operating Expenses	**$ 723,300**	**$ 740,000**	**$ 16,700**	**2.3%**	**$ 771,800**	**$ 804,400**	**$ 840,700**	**$ 879,500**
Key Budget Changes for 2027:								
Revenues								
Development Permits			5,600					
Business Licenses and Other Revenue			(30,500)					
Expenses								
Salary and Benefits			42,000					
Other			(400)					
Change in Net Operating Expenses			**$ 16,700**					

PROPOSED CAPITAL BUDGET

Division	Project	2027	2028	2029	2030	2031	Total
DV554 - PLANNING							
	270005 - North Lougheed Area Plan Implementation	$ 150,000	$ -	$ -	$ -	$ -	$150,000
DV554 - PLANNING Total		**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 150,000**

DECISION PACKAGE(S)

See Attachment A.

PUBLIC PARTICIPATION

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No

SIGN-OFFS

Written by:	**Reviewed by:**
Colin O'Byrne, Manager of Planning	Patrick Ward, Director of Planning and Development

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ATTACHMENT(S):

A. Decision Package: North Lougheed Area Plan Implementation

ATTACHMENT A

DECISION PACKAGE: North Lougheed Area Plan Implementation

Department/Division	Planning Division	
Submitted by	Colin O'Byrne, Manager of Planning	
Estimated Capital Cost	One time: $ 150,000	Ongoing: $

Recommendation
THAT Council:

A. Approve a capital expenditure of $150,000 from the General Operating Reserve to action implementation initiatives outlined in the North Lougheed Area Plan (NLAP) adopted by Council on September 29, 2026.; OR
B. Other.

Executive Summary

Staff recommend allocating $150,000 of capital funding to enable the City to advance implementation initiatives outlined in the North Lougheed Area Plan (NLAP) adopted by Council on September 29, 2026.

Background/Discussion

The North Lougheed Area Plan (NLAP) was incorporated into the City's Official Community Plan by Council on September 29, 2026 through adoption of Official Community Plan Amendment Bylaw No. 3060, 2026. The Area Plan establishes the vision, priorities, and policy framework to guide heritage protection, land use, and development in the North Lougheed Area. As a community planning tool, the Area Plan provides a roadmap for how the North Lougheed Area may grow and evolve over time while maintaining flexibility in the design and implementation of individual projects. The Area Plan is intended to be read in conjunction with the rest of the Official Community Plan and other City plans and strategies that support sustainable growth and development.

To fully realize the vision and objectives outlined in the Area Plan, the Plan's policies identify further technical and collaborative planning initiatives required before development proceeds. These include more detailed infrastructure planning, developing a financial strategy to support the provision of community amenities and infrastructure, and collaborative work with the q̓ic̓əy̓ (Katzie) First Nation to further develop heritage management guidelines and processes. Some of the implementation initiatives are anticipated to require some City funding for further

engagement and external consultant technical support, while some of the implementation initiatives are anticipated to be addressed through development application processes, at the applicant(s)'s cost.

Financial Implications

	One Time		Ongoing	
Costs	**Capital**	**Operational**	**Capital**	**Operational**
Engagement and consultant fees, plus related costs	$150,000	$	$	$
Total Costs:	**$150,000**	**$**	**$**	**$**

Alternatives

Alternative 1: Staff to seek Council approval of individual projects and budget proposals for each implementation initiative before initiating them. This approach would mean the initiatives are not directly accounted for in the City's 2027 capital budget and would have to be accommodated as they are brought forward and approved by Council.

Alternative 2: If no capital funding is made available, staff can still action some implementation initiatives; however, those requiring capital funding would be deferred, creating likely delays in the development timeframe for the North Lougheed Area.