Summary of Key Changes

Development Approval Procedures and Delegation Bylaw No. 2625, 2025

Some of the sections in this bylaw have been renamed and entirety of the bylaw has been reorganized. Sections for specific application types have been added to provide more clarity on the process for each application.

Definitions

- Added:
  - Development approval information
  - Landscape professional
  - Landscape security
  - Landscaping
  - Official Community Plan
  - Performance security
  - Public Notice Bylaw
  - Pre-application meeting
  - Remediation security
  - Zoning Bylaw
- Removed:
  - Parcel
  - Substantial performance

Scope

- Removed subdivision applications from the scope of this bylaw

Pre-Application Meetings

- Clarified that one pre-application meeting covers all applications associated with a single development.

Applications

- Added:
  - All required documents must be submitted in a single package to be considered complete
  - Provisions for amending an application prior to decisions
  - Provision for withdrawal of an application
  - Provisions for requesting development approval information

Referrals

- Clarified that applications subject to provincial approval may be subject to extended referral timelines.

Requirements for Professional Services

- Relocated landscape architect and surveyor requirements to Appendix I.
- Added reference to Appendix I for a list of plans and reports and the qualified professional who can prepare those plans and reports.

Application Abandonment (renamed from Abandonment)

- Clarified that this section applies when required development approval information, other information, document or fee has not been provided.
- Changed that when an application is delegated to the director, it will be deemed abandoned after six (6) months if requested information is not provided (previously one (1) year).
- Added that when an application is delegated to the director, the City must notify the applicant one (1) month prior to the deadline to submit information.
- Added a timeline of fifteen (15) days for requesting extensions to the City requests for more information.
- Added that extension requests are at director discretion.

Reconsideration

- Amalgamated the Council Consideration and Appeals sections.
- Added that the request does not have a fee, except advertising costs.
- Increased the time to request that Council reconsider a decision by the director from thirty (30) days to sixty (60) days.
- Clarified that the reconsideration will be at a council meeting and scheduled by the City's corporate officer.

Reapplication

- Amalgamated the Re-application and Lapse sections.
- Clarified that an applicant may reapply if their application has been abandoned or withdrawn

Development Approval Information

- Added that OCP allows for development approval information to be required for development on land in the City.
- Specified that development approval information can be required for zoning bylaw amendments, development permit applications and temporary use permit applications.
- Establishes a 60 day timeline to notify the applicant that development approval information is required.
- Removed "land use types, densities and locations" and "form and character" from the list of information that can be requested.

Permit Security

- Moves the explanation of landscape security, performance security and remediation security to definitions.
- Added surety bond, personal cheque, bank card and cash as acceptable forms of security.
- Changed that the landscape security calculation must be provided by a landscape professional (used to be "Landscape Architect and/or other Qualified Professional")
- Combined the following sections into this section:
    - Form of Security
    - Amount of Security
    - Return of Security
- Added that no landscaping inspections will occur "after the first heavy frost of the year and before spring growth is visible, or when it cannot be determined if plants are alive due to winter conditions or other factors."

Open House (for official community plan and zoning bylaw amendments)

- Moved open house notification requirements here.
- Open houses are now required of Official Community Plan amendments (used to be "may be required".
- Added that the applicant must provide a report summarizing public input.
- Open house must be held minimum two (2) weeks before Council consideration.
- Added requirements for public notification, including signage.

Public Hearing (for official community plan and zoning bylaw amendments)

- Moved public hearing notification requirements here.
- Added that public notification will be for first reading of an amendment bylaw when a public hearing is prohibited by the Local Government Act .
- Changed the date of sign placement from "within seven (7) calendar days of the application being accepted" to "the same date the City gives public notice".

Delegation of Authority (for development permits)

- Allows director to issue a development permit that varies provisions in a bylaw that give specific variance authority, or:
    - varies a numerical requirement by fifteen percent (15%) or less (e.g., number of trees, setbacks, driveway widths, etc.);
    - is not associated with any other application (e.g., a Zoning Bylaw amendment, an Official Community Plan amendment, etc.);
    - aligns with the intent of the Official Community Plan; and
    - does not vary density or use except in accordance with section 491(3) of the Local Government Act.
- Added delegation of authority for director to collect security for development permits.
- Clarifies that director can refer any development permit application to Council for decision.

Requirements (for development permits)

- Moved requirement for a site plan prepared by BC Land Surveyor here.

Amendments (for development permits)

- Added that requests to amend a development permit must be made in writing.
- Added that the Director may consider a minor amendment, including to the landscaping plan, parking layout, access/egress and changes to form and character.
- Added that the Director may request a new development permit application if the requested amendment is for the siting of structures, site servicing, density and proposed uses.
- Added that there is an amendment fee.

Extension (for development permits)

- Added for clarity that an applicant can request an extension to the date a development permit must be substantially started by. The request must be made in writing before the permit lapses.

Delegation of Authority (for development variance permits)

- Added that the director can approve minor variance permits, defined as a variance that:
    - pertains to provisions in the City's Zoning Bylaw, Sign Bylaw or Subdivision and Development Servicing Bylaw;
    - varies a numerical requirement by fifteen percent (15%) or less (e.g., number of trees, setbacks, driveway widths, etc.);
    - is not associated with any other application (e.g., a Zoning Bylaw amendment, an Official Community Plan amendment, etc.);
    - aligns with the intent of the Official Community Plan; and
    - does not vary density or use.
- Added delegation of authority for director to collect security for development variance permits

Requirements (for development variance permits)

- Moved requirement for a site plan prepared by BC Land Surveyor here.

Council Meeting (for development variance permits)

- Moved council meeting notification requirements here.
- Changed the date of sign placement from "within seven (7) calendar days of the application being accepted" to "the same date the City gives public notice".

Delegation of Authority (for temporary use permits)

- Added delegation of authority for director to collect security for temporary use permits

Duration (for temporary use permits)

- Added this section to clarify that the duration of temporary use permits is at Council's discretion, to a maximum of three (3) years.

Requirements (for temporary use permits)

- Moved requirement for a site plan prepared by BC Land Surveyor here.

Council Meeting (for temporary use permits)

- Moved council meeting notification requirements here.
- Changed the date of sign placement from "within seven (7) calendar days of the application being accepted" to "the same date the City gives public notice".

Renewal (for temporary use permits)

- Clarified that a new permit application is required if there are changes to the original, or it has lapsed by more than one (1) month.
- Changed that after the first renewal of a temporary use permit, the applicant must either apply for a zoning bylaw amendment to permanently allow the use, or cease the use (before it said "Any further renewal may require a new application for the permit").

Appendix I

- Added this appendix to list plans and reports that may be requested as development approval information, and what qualified professionals can prepare those plans and reports.