KIMBERLEY
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CITY OF KIMBERLEY

REPORT TO COUNCIL

Item: *RPT - 2612*
File: *08-3030-01*

FROM: ***Senior Planner, Justin Cook***
Manager of Planning and Sustainability, Troy Pollock
Planning
MEETING: ***Regular Council - 13 Apr 2026***

SUBJECT: ***Development Application Procedures Bylaw Update***

RECOMMENDATION

THAT Council approve first reading of Development Applications Procedures and Fees Bylaw No. 2806, 2026.

Response Options:

1. THAT Council approve first reading of Development Applications Procedures and Fees Bylaw No. 2806, 2026 [the *recommended option*].
2. THAT Council approve first reading of Development Applications Procedures and Fees Bylaw No. 2806, 2026, and direct staff to amend the bylaw by _____ prior to consideration of second reading.
3. THAT Council defer decision on first reading of Development Applications Procedures and Fees Bylaw No. 2806, 2026, and direct staff to provide additional information pertaining to _____ .
4. THAT Council refuse Development Applications Procedures and Fees Bylaw No. 2806, 2026.

BACKGROUND

Reason for Report:

This report provides an overview of a proposed new Development Application Procedures and Fees Bylaw for Council's consideration of first reading. The scope of the proposed bylaw includes policies that are intended to:

- clarify development application processing procedures;
- specify information requirements for application submissions to be considered complete;
- differentiate between minor and major applications;
- delegate decision authority on certain application types to staff;
- clarify security requirements; and
- adjust development application fees.

As the proposed bylaw is a distinctly new bylaw intended to replace the existing development procedures bylaw, staff are proposing that Council approve first reading of the proposed bylaw, following which a stakeholder engagement will be undertaken to gather input from the community. Any feedback received can help to refine and revise the proposed bylaw according to Council direction prior to further readings of the bylaw.

Summary of Issue:
The current Development Approvals Procedures Bylaw No. 1849 was initially adopted in 1994, with four subsequent amendments and the bylaw was last consolidated in 2006. The proposed new development procedures bylaw is intended to modernize the bylaw's language and format, expedite review and processing times of applications, and clarify processes and requirements for both applicants and staff.

ANALYSIS

Community Impact:
The proposed Development Application Procedures Bylaw intends to formalize and clarify routine development processes. The format of the proposed bylaw is focused on providing clarity regarding application information requirements, process steps, and decision-making authority.

Development Approval Information

The proposed bylaw clarifies the type and scope of information reports that may be required and outlines a process for pre-application meetings, where staff and the applicant discuss the nature and scope of an application to ensure a complete application submission. The pre-application review is similar to current practice but adds provision for a fee where an additional pre-application meeting is requested by the applicant. The fee is intended to discourage scenarios where applicants utilize excessive staff time prior to complete application submission.

A short list of potential report types is included in the main body of the bylaw, with a more extensive and detailed list included as a schedule. While staff have attempted to include the most commonly required report types, the list is explicitly not complete, and statements are included to clarify that additional report requirements may be identified at the discretion of staff.

The proposed bylaw outlines the authority to decide report requirements, terms of reference, involvement of qualified professionals, options for third party review and publication of reports. These sections are intended to clarify when, in what form, and to what standard information may be requested.

The proposed bylaw does not substantially alter current practice for determining application information requirements, which currently relies on staff direction to determine required reports and supporting information, depending upon on-site conditions and policy/legislative requirements.

Agency Referral Process

The proposed bylaw clarifies the process and timing for external referrals during application consideration. Where an external agency is deemed to have a potential interest in an application, a minimum response timeline helps provide certainty in the timing of applications. While it is understood that the demands placed on external agencies may limit their ability to respond within the minimum consideration time, the bylaw accordingly does not set a maximum time, allowing for staff discretion to allow external agencies added time for response when possible.

Notice Methods
Recent legislative amendments allow local governments to set more flexible notification standards. Currently, posting of notices is required in newspapers, twice over two weeks, and the City Hall posting board for two weeks, in addition to mail-out notices to nearby neighbours. The proposed bylaw would allow posting of notices for 15 days prior to application consideration, where applicable, using any two of the following methods:

- Published in a local newspaper for at least one week, within 3 to 10 days of when the application will be considered,
- Electronically by posting on the City's website, or
- Posted on the Public Notice Posting Place.

The proposed bylaw allows streamlined notice standards for routine applications without limiting the City from undertaking a higher standard of notice for potentially contentious applications.

Early Consideration of an Application
An early consideration process is proposed in the bylaw, clarifying how more complex and/or potential controversial applications may be brought forward for consideration by Council prior to the applicant fulfilling all the requirements of a complete application submission. The early consideration process is intended to ensure that an applicant does not incur costs related to the preparation of time-consuming and complex reports where there is potential that further consideration of a complete application may not be supported. Should Council indicate willingness to entertain a full submission, the applicant may then move forward with the preparation of a complete application submission. Similar processes have been undertaken in recent years, which the proposed provision intends to clarify and standardize.

Security of Works
A local government may require security, a form of financial guarantee, provided by an applicant to ensure the completion of required public infrastructure or other works associated with an approved development project. The security is a safeguard, enabling the municipality to ensure satisfactory completion of certain project benefits (such as roads, utilities, or landscaping) without using public funds if the developer fails to meet their obligations.

The security section of the proposed bylaw includes specifics on the scope, form and authority for the City to require securities as part of development application approvals. The scope and conditions proposed are intended to provide clarity to applicants regarding the types and amounts of securities that may be required, conditions when a security may be released, and the authority of staff to establish a security. The security section is intended to meet industry standards and update existing security requirements.

Delegation of Approval Authority
The proposed bylaw includes provisions delegating approval authority to staff for applications that are deemed compliant with the requirements for development as set out in the OCP policies and Zoning regulations approved by Council. Development Permits and Minor Development Variance Permits are the application types proposed to be delegated to staff.

Development Permits
The proposal to delegate development permit approval authority to staff is intended to simplify and streamline application processing. Development permits are routine applications that are largely technical review exercises to confirm compliance with zoning requirements, OCP policies and servicing standards. The OCP specifies that development permits are required for:

- Multiple-unit residential developments;
- Commercial and mixed-use developments;
- Industrial developments;
- Natural hazard considerations; and,
- Environmental protection considerations.

Staff already oversee all stages of development permit review, which includes the process of setting development information reporting requirements with applicants, review and critique of submitted technical reports and setting refinement requirements, preparation of Council consideration reports, and monitoring implementation and completion after decision by Council. Staff work closely with applicants to refine and finalize details of an application to address City interests, ranging from servicing and access to building systems and design.

In the vast majority of previously considered development permit applications, staff efforts result in applications that are recommended for approval to Council, after resolution of issues and concerns during the review process. As a result of existing processes, every one of the 34 development permit applications considered since 2020 have been approved by Council. Of those applications, only two carried a non-approval staff recommendation; one was recommended for refusal and one was recommended for deferral and revision of the development plan.

The proposed bylaw includes provision so that, should any delegated application be refused by staff, the applicant has the right to appeal the decision to Council for reconsideration. It is important to note that the legislation surrounding development permits only allows for approval or refusal on grounds of whether the proposal complies with the requirements set out specifically within the OCP and zoning bylaws, regardless of whether the approval authority is Council or delegated to staff. Accordingly, development permits do not require notice processes, as the scope of their impact is intended to be considered during OCP and/or zoning amendment processes, which are subject to notice requirements.

Minor Development Variance Permits
The proposed bylaw includes the delegation of minor development variance permits, which are intended to allow for routine and minimally impactful variances to proceed in a more expedited manner. In order for a development variance permit application to be considered as minor, it must:

- vary no more than 10% of maximum site coverage;
- vary no more than 20% of maximum height;
- vary no more than 50% setbacks abutting another property and up to 100% for setbacks abutting a highway (street or lane); and/or
- up to 20% for parking space size; and,

- be consistent and compliant with other requirements of the zoning bylaw.

Similar to delegated development permits, any minor development variance permit application refused by staff will, at the applicant's request, be reconsidered by Council. Similarly, authority to amend or renew applications is delegated to staff if the initial approval authority is delegated.

Liquor Control and Cannabis Regulation Branch Applications
Delegation of approval authority to staff to respond to most Liquor Control and Cannabis Regulation Branch (LCCRB) applications is proposed to help streamline processes where minimal disruption is anticipated, or which is already addressed by other bylaws. The scope of the delegation includes applications for liquor or cannabis license applications that are for service until no later than 2:00 am for liquor or food primary establishments, until 11:00 pm for events up to 2,500 people, or for temporary liquor license extensions to 3:00 am during City sanctioned events.

The LCCRB requires that the proponent of a liquor licence application provide notification to and opportunity for input from Kimberley City Council, which has the option of 1) providing input on this application, in which case they will be responsible for providing comment on each point in the regulatory criteria; or 2) opting out of providing input. If Council opts out of providing input, the LCCRB assumes costs and responsibility for providing comment on the regulatory criteria.

Neighbourhood Plan
Neighbourhood plan development permits are not proposed to be delegated to staff, given they are a new permitting process brought forward with recent updates to the OCP. The bylaw proposes a five-year term for neighbourhood plan development permits with the intention to ensure the applicant has certainty to implement an approved neighbourhood plan remaining valid for a set timeframe, while also affording the City an opportunity to review and require revisions to neighbourhood plans within a reasonable timeframe. The 5-year timeframe is also intended to be consistent with the proactive planning cycles established for housing needs report updates and associated OCP/zoning bylaw reviews. Applicants may apply for a renewal, or amendment to a previously approved neighbourhood plan at any time prior to their expiry, which allows for flexibility (at Council's discretion) over time.

Bylaw Schedules

Fees
The proposed bylaw includes a modified application fee schedule and would repeal the development application fees set out in the existing Fees Bylaw No. 2417. Application fees are proposed to be adjusted according to their complexity, scope of process, and decision-making authority as a better reflection of costs associated with development application processing and consideration. The adjusted fee rates reflect the anticipated typical level of staff time involved and have been compared with fees from similar sized BC municipalities, of which the proposed fees remain comparable within the mid-range of similarly sized communities.

Processing Procedures

Schedules are included in the proposed bylaw that detail the steps undertaken during a development application review process to provide clarity to applicants regarding expectations. The proposed processing procedures schedules include:

- Schedule 2 for Amendment to OCP or Zoning Bylaw;
- Schedule 3 for Neighbourhood Plan Development Permits;
- Schedule 4 for Development Permits or Development Variance Permits; and,
- Schedule 5 for Temporary Use Permits.

To further help clarify processes and requirements for applicants, flow charts (attached) have been prepared to summarize the required and potential steps involved from application submission to approval consideration for each of the application types included in the proposed bylaw.

Development Application Signs

Schedule 6 includes development application sign requirements, including specific design, installation and maintenance requirements for signs to be posted on properties for which a complex application is being considered. Only applications which staff deem as requiring added community awareness and engagement to support the consideration process are intended to require on-site signage.

Next Steps

Should Council approve first reading of the Development Application Procedures and Fees Bylaw, staff will undertake a stakeholder engagement process to gather feedback and further refine the proposed bylaw prior to second reading of the bylaw. The engagement process will focus on the development community, who are most likely to be impacted by the proposed changes. Staff will schedule meetings with interested stakeholders to discuss the scope of proposed amendments and consider their perspectives on how the proposed amendments may affect the outcomes related to development timelines and objectives. A public survey will also be posted on the City's engagement portal to ensure that the broader public are also afforded an opportunity to provide feedback.

The proposed bylaw also shifts policies from the existing Fees Bylaw No. 2417 and the Officers Appointment and Delegation Bylaw No. 2559. Accordingly, the sections that deal with development fees in the Fees Bylaw and sections that delegate land use agreements and development permit issuance authority in the Officers Appointment and Delegation Bylaw will need to be repealed to avoid duplication of policies across bylaws. Should Council decide to move forward with consideration of the proposed new Development Applications Procedures Bylaw, bylaws to repeal these sections of the Fees bylaw and Officers Appointment and Delegation bylaw will be brought forward at second reading for consideration.

ATTACHMENTS

1. Development Approvals Flow Charts
2. Proposed Development Applications Procedures and Fees Bylaw

Links to impacted existing bylaws:

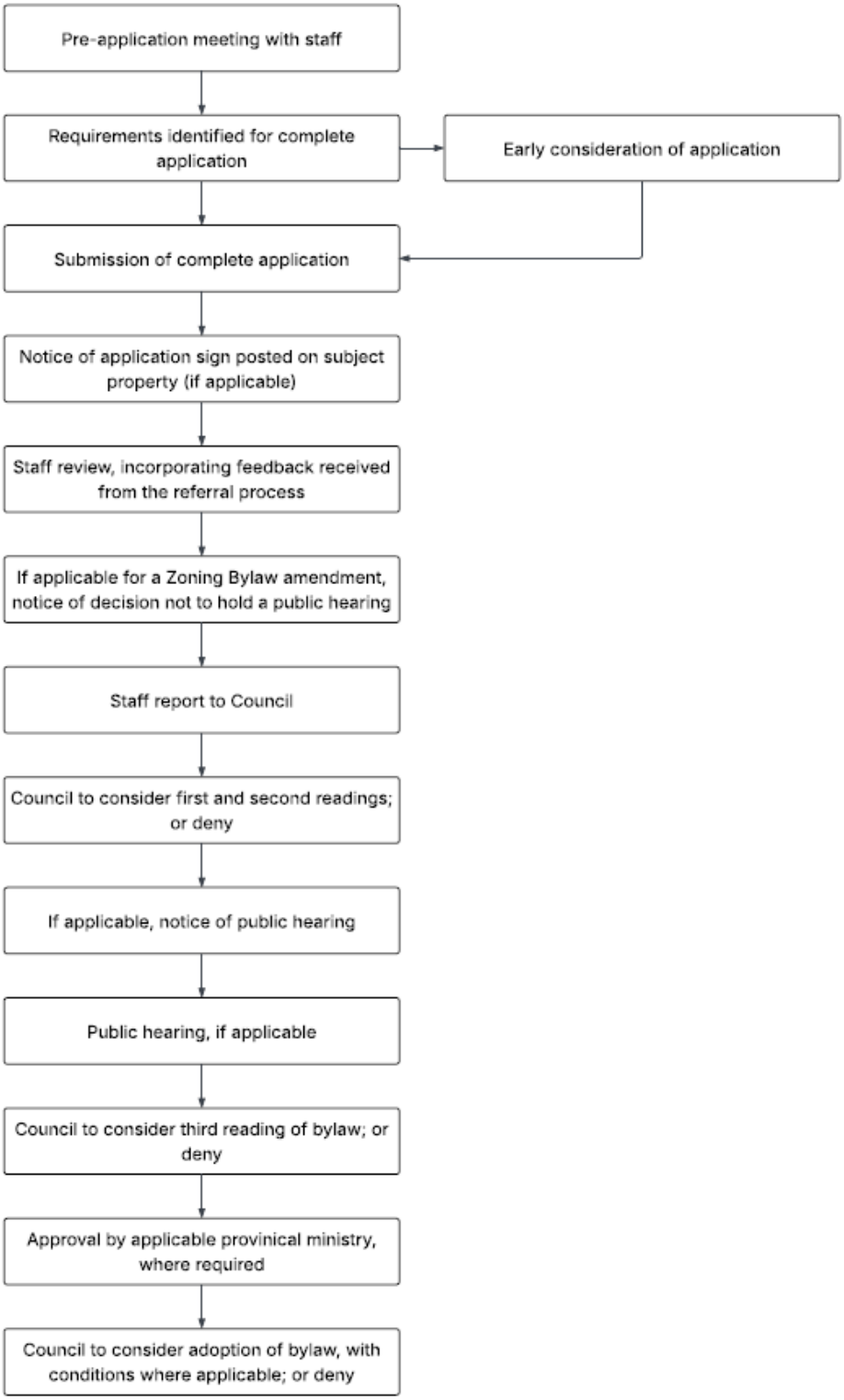
1. Development Approval Procedures Bylaw No. 1849: https://kimberley.civicweb.net/filepro/documents/73/?preview=393
2. Fees Bylaw No. 2417:

https://kimberley.civicweb.net/filepro/documents/73/?preview=1308

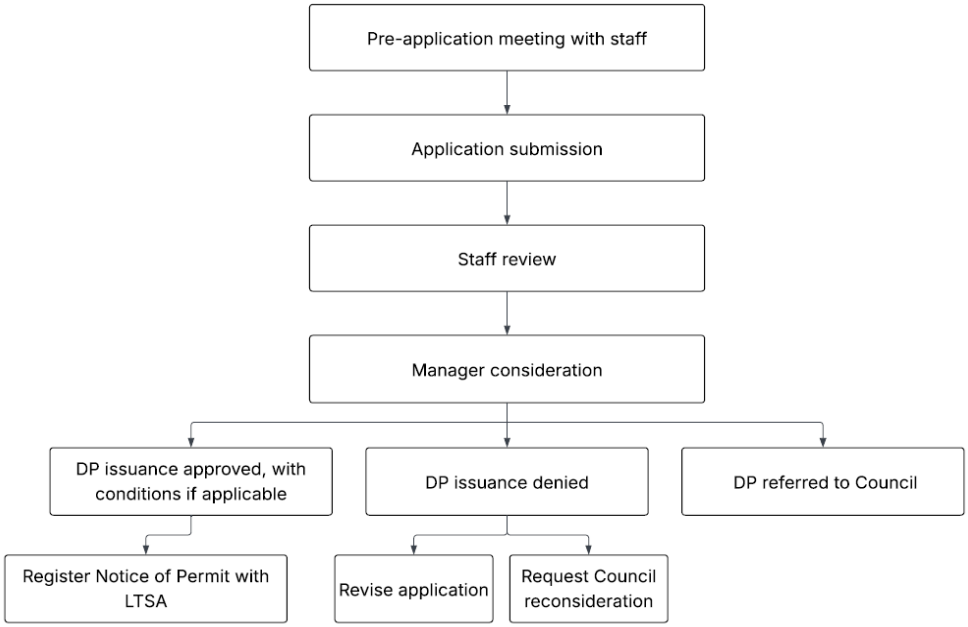
Approved By:	**Status:**
Troy Pollock, Manager of Planning and Sustainability	Approved - 02 Apr 2026
Jasmine Nelson, Acting Deputy Corporate Officer	Approved - 08 Apr 2026
Maryse Leroux, Corporate Officer	Denied - 09 Apr 2026

Submitted by: Justin Cook, Senior Planner

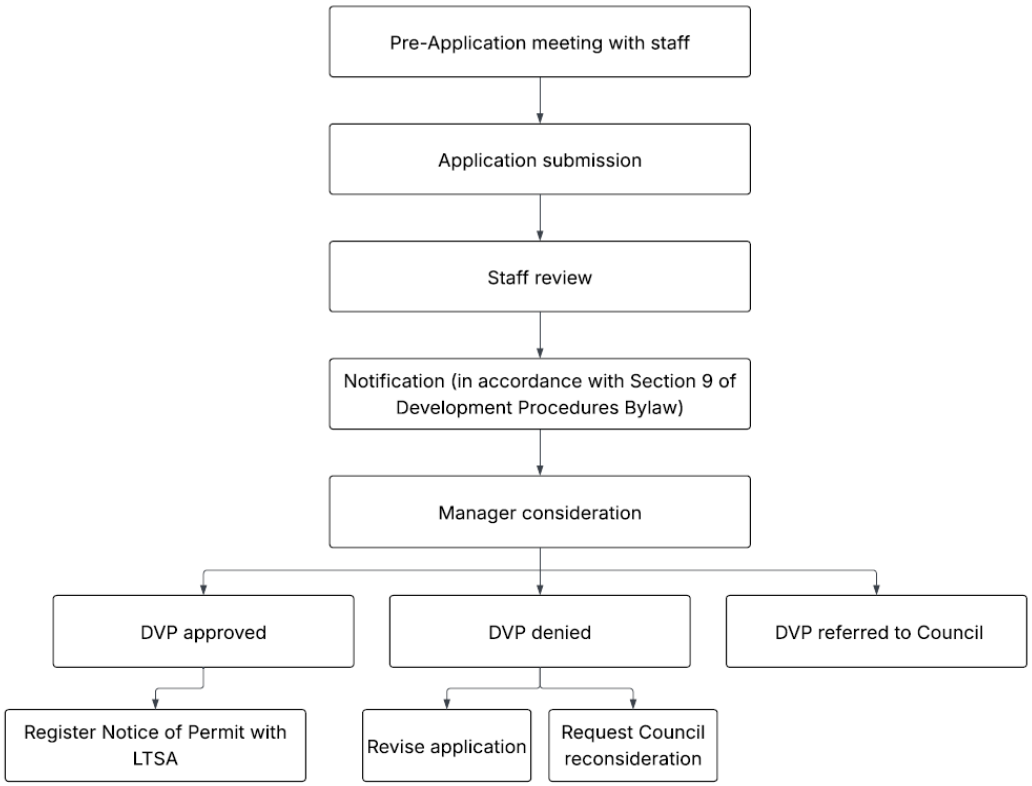
AMENDMENT TO OFFICAL COMMUNITY PLAN (OCP) OR ZONING BYLAW



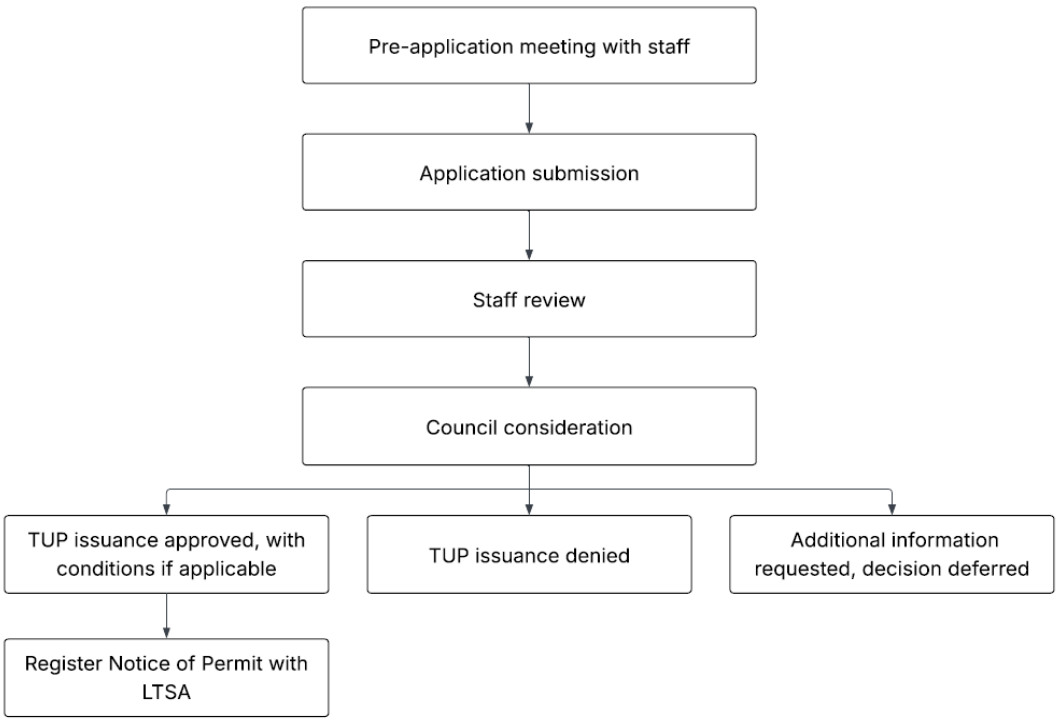
DEVELOPMENT PERMIT (DP)



DEVELOPMENT VARIANCE PERMIT (DVP)



TEMPORARY USE PERMIT
(TUP)



CITY OF KIMBERLEY

DEVELOPMENT APPLICATIONS PROCEDURES AND FEES BYLAW NO. 2806, 2026

Development Applications Procedures and Fees Bylaw

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CITY OF KIMBERLEY

DEVELOPMENT APPLICATIONS PROCEDURES AND FEES BYLAW NO. 2806, 2026

A BYLAW TO DEFINE FEES AND PROCEDURES FOR THE PROCESSING OF DEVELOPMENT APPLICATIONS INCLUDING AMENDMENTS OF AN OFFICIAL COMMUNITY PLAN BYLAW, ZONING BYLAW; PERMITS UNDER PART 14 OF THE LOCAL GOVERNMENT ACT; APPLICATIONS UNDER THE LIQUOR AND CANNABIS REGULATION BRANCH.

1. TITLE

1.1. This Bylaw may be cited as the "**Development Applications Procedures and Fees Bylaw No. 2806, 2026**".

2. DEFINITIONS

2.1. In this Bylaw,

"Applicant" means the Owner or an agent duly authorized to act on the owner's behalf in relation to an application(s).

"Chief Administrative Officer" means the employee appointed by Council pursuant to section 147 of the Community Charter;

"Chief Financial Officer" means the employee appointed by Council pursuant to section 149 of the Community Charter.

"City" means the Corporation of the City of Kimberley.

"Corporate Officer" means the employee appointed to that position by Council pursuant to section 146 of the Community Charter, or their alternate.

"Council" means the Council of the City of Kimberley.

"Day" means calendar day unless otherwise specified.

"Manager" means the person appointed to be responsible for the administration of development applications at the City and includes a delegate fulfilling an acting Manager position during the Manager's absence.

"Official Community Plan" or "OCP" means the City of Kimberley Official Community Plan Bylaw.

"Owner" means the registered owner(s) of property as demonstrated on the Land Title Certificate.

"Qualified Professional" means a professional engineer, geoscientist, architect, landscape architect, certified arborist, biologist, planner, forester, qualified environmental professional, or other professional licensed to practice in British Columbia with experience relevant to the applicable matter, as determined appropriate by the Manager.

3. INTERPRETATION

3.1. A reference in this bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated, or replaced from time to time.

3.2. A reference in this bylaw to any bylaw, policy or form of the City of Kimberley is a reference to the bylaw, policy or form as amended, revised, consolidated or replaced from time to time.

4. SCOPE AND APPLICATION TYPES

This bylaw shall apply to the following applications:

4.1. An application for amendments to:

4.1.1. Official Community Plan

4.1.1.1. Major Official Community Plan amendment application are complex and/or likely controversial in nature and requiring significant staff time for review, consultation and/or Council consideration processes.

4.1.1.2. Minor Official Community Plan amendment applications are simple in nature, consisting of minimally impactful map and/or text amendments that require minimal staff time for review, consultation and/or Council consideration processes.

4.1.2. Zoning Bylaw

4.1.2.1. Major Zoning Bylaw amendment application are complex and/or likely controversial in nature and requiring significant staff time for review, consultation and/or Council consideration processes.

4.1.2.2. Minor Zoning Bylaw amendment applications are simple in nature, consisting of minimally impactful map and/or text amendments that require minimal staff time for review, consultation and/or Council consideration processes.

4.2. The issuance, amendment and review of:

4.2.1.1. Development Permits are complex in nature requiring significant staff time for review of supporting reports and documentation.

4.2.1.2. single Qualified Professional reports, and/or require minimal staff time for review.

4.2.1.3. Form and Design Development Permits are focused only on external renovations that do not involve significant alterations to site flow, landscaping, or building structure that would otherwise require a Major or Minor Development Permit.

4.2.1.4. Major Development Variance Permits are any Development Variance Permit not otherwise delegated to staff as a Minor Development Variance Permit.

4.2.1.5. Minor Development Variance Permits are any Development Variance Permit delegated to staff.

4.2.2. Temporary Use Permits

4.2.3. Liquor and Cannabis License Applications

5. GENERAL PROVISIONS

5.1. Application Fees

5.1.1. At the time of application, the Applicant will pay the required application fees in the amount set out in the Fee Schedule attached to this bylaw. Receipt of application fees is required for staff consideration of a complete application, however, an application will not be deemed complete prior to staff acknowledgement of completed application requirements, as detailed in section 7.

5.2. Application Requirements and Processing Procedure.

5.2.1. An application will be made and processed substantially as outlined in the applicable Schedule(s) to this bylaw.

5.3. Number of Development Applications

5.3.1. Where a proposed activity or development involves more than one type of application, the Applicant must comply with all the applicable provisions of this Bylaw.

5.3.2. Where land is subject to more than one Development Permit Area designation, only one development permit application is required, however the application must address the requirements of each applicable Development Permit Area, and the Applicant must pay the required application fees for each applicable Development Permit Area.

5.4. Development Permit Required prior to Development

5.4.1. In all Development Permit Areas, an Applicant must obtain all required Development Permits before land is subdivided or development occurs, including but not limited to land clearing, preparation for the construction of services or roads, blasting, and construction of, addition to, or alteration of a building or structure, unless otherwise exempted from requiring a Development Permit as specified in the Official Community Plan.

5.4.2. Should an Applicant begin development prior to the issuance of any required Development Permit or Development Variance Permit, the fee for the respective permit(s) shall be doubled.

6. CHANGE OF OWNERSHIP

6.1.1. If there is a change of ownership of a parcel(s) of land that is the subject of an application under this bylaw, the Applicant must provide an updated Land Title Certificate(s) for the parcel(s) of land and written authorization from the new owner(s) prior to proceeding with the application.

7. DEVELOPMENT APPROVAL INFORMATION

7.1. Type of Information Required

Pursuant to the Local Government Act and the OCP, the Manager may require an Applicant to provide information on the anticipated impact of a proposed activity or development on the community.

7.2. The Manager may require a pre-application meeting with the Development Review Team, to discuss the scope of the application and determine what supporting reports and/or information will be required to deem the application complete and for staff to proceed with consideration of the application.

7.2.1. A preliminary application package will be required prior to the scheduling of a pre-application meeting. The contents of the preliminary application package are intended to understand the intention and scope of the proposed development. Specific requirements for the preliminary application package will be determined on a case-by-case basis, but will typically include:

7.2.1.1. Site plan and layout of the proposed development; and,

7.2.1.2. A description of the proposed development that identifies the number and size of buildings and units proposed, and any access points and/or parking areas.

7.2.2. Upon receipt of the preliminary application package information, a pre-application meeting will be scheduled within 14 days, or according to the applicant's availability.

7.3. The scope of reports that may be required include but are not limited to the following:

7.3.1. Environmental Impact Assessment;
7.3.2. Environmental Management Plan;
7.3.3. Biophysical Constraints;
7.3.4. Geotechnical Study;
7.3.5. Transportation and Traffic Impact Study;
7.3.6. Site Access and Servicing (including sensitive habitat and natural hazards, accessibility, energy, and water conservation);
7.3.7. Visual Impact Assessment;
7.3.8. Stormwater Management Study;
7.3.9. Wildfire Hazard Assessment;
7.3.10. Biological Assessment;
7.3.11. Functional Servicing Report;
7.3.12. Tree Assessment Study;
7.3.13. Demand for Local Community Service Study;
7.3.14. Archeological Study;
7.3.15. Heritage Value Study; or
7.3.16. Other Studies as deemed necessary;

A more detailed list of potentially required reports is available in Schedule 6.

7.4. Preparation of the Terms of Reference

7.4.1. The Applicant will be required to work with staff to review and confirm the scope for the report or impact study in accordance with any relevant Terms of Reference for Professional Reports.

7.4.2. The Manager may require that the Applicant provide, at the Applicant's expense, documents, plans, and / or development approval information in a report that is certified by a Qualified Professional, which:

7.4.2.1. complies with and fully addresses the relevant assessments;

7.4.2.2. identifies and defines the context, magnitude and significance of the anticipated impacts of the activity or development on the community, as well as the methodology, assumptions, acceptability thresholds, and how the anticipated impacts may cumulatively contribute to existing circumstances and risks;

7.4.2.3. provides recommendations for conditions or requirements Council or the Manager may impose to mitigate the anticipated impacts or enhance the site;

7.4.2.4. provides recommendations and details costs for modifications to the environment, or construction of works, to mitigate the anticipated impacts or enhance the site; and,

7.4.2.5. is prepared to the satisfaction of the Manager.

7.4.3. The Manager is authorized to establish and revise the required information, documents, plans, and / or development approval information needed for each type of application pursuant to this Bylaw. The Director is authorized to establish and revise the size, form and quality of information, documents, plans, and / or development approval information needed to assist in reviewing or processing the application.

7.4.4. The Manager is authorized to waive any of the information, documents, plans, and / or development approval information if the information is not required to assist in reviewing or processing the application.

7.5. Selection of Personnel

7.5.1. The Applicant will be required to provide the reports and impact studies prepared by Qualified Professionals at the Applicant's expense in accordance with the City's specifications for Terms of Reference for Professional Reports.

7.5.2. If required by the Manager, a Qualified Professional shall certify all documentation including drawings, reports, security estimates, technical letters, and other documentation submitted to the Manager for the purposes of reviewing the application.

7.5.3. The Manager may review all documents and design drawings to verify general compliance with the requirements but will not necessarily check the adequacy or accuracy of the Qualified Professional's design. Any errors or omissions will be the sole responsibility of the Qualified Professional who has certified the documents and design drawings.

7.6. Requirement for Third Party Professional Review

7.6.1. The Manager may require a third party professional review of the study results in certain circumstances, at the Applicant's expense, including but not limited to staff capacity and to ensure the timely review of the study results and application processing timelines. Third party professional review includes reviews conducted by but not limited to legal, engineering, environmental,

geotechnical, biologists, architectural and other professionals as appropriate to the Application. The Applicant will be notified if an independent review is required and the additional fees associated with the peer review.

7.7. Incomplete or Deficient Reports

7.7.1. If it is determined by the Manager that a report containing development approval information is outdated, incomplete or deficient, the Applicant will be notified in writing the nature of deficiencies and the timeframe to resubmit the corrected report.

7.8. Presentation of Reports or Impact Studies

7.8.1. The Manager may request, at the Applicant's expense, the presentation of the report or impact study to Council, the community, or staff by the Qualified Professional(s) that prepared the document.

7.9. Publication of Information

7.9.1. The City may distribute and publish a report containing development approval information requested under this bylaw.

7.10. Additional Information

7.10.1. The Manager may require any additional development approval information at any time during the application review process, should new information or considerations be identified by staff, the Applicant, or the community.

8. AGENCY REFERRAL PROCESS

8.1. When reviewing applications, staff will develop a referral list of external agencies, organizations, or levels of government that the application may be sent to for review

8.2. Applications will be referred to any relevant and/or impacted external agencies, organizations, or levels of government.

8.3. Each agency, organization or level of government shall be given a minimum of twenty-one (21) days from the date of the referral to provide any comments.

8.3.1. Any agency, organization or level of government not providing a response within this timeframe will be considered as responding "not impacted by the proposed development".

9. NOTIFICATION

9.1. Where a notice is required to be mailed or delivered to owners and tenants, pursuant to the Local Government Act, the Manager will provide notice to owners and tenants in occupation of parcels within 50 metres from any boundary of any subject property of the application or proposed bylaw at least 15 days prior to the consideration of approval.

9.2. The means of Public Notice must be given by no less than two (2) of the following methods:

9.2.1. Published in a local newspaper for at least one week, within 3 to 10 days of when the application will be considered;

9.2.2. Electronically by posting on the Website; or

9.2.3. Posted on the Public Notice Posting Place.

9.3. A Public Notice that is published in accordance to Section 9.2 of this bylaw must:

9.3.1. Be published at least seven (7) days before the date of the matter for which Public Notice is required; or

9.3.2. Be published in the prescribed time period required by the Charter, Act or any other enactment.

9.4. Public Notices may be combined as long as the requirements of the applicable provisions of the Community Charter and the Local Government Act are met.

9.5. The Public Notice requirements set forth in this bylaw are not intended to limit the City's ability to issue Public Notices in different or additional methods.

10. EARLY CONSIDERATION OF AN APPLICATION

10.1. At any time prior to receipt of a Complete Application, the Manager may, with or without requiring any additional information, including information specified within the Development Approvals Information Bylaw, bring forward a report to Council regarding Early Consideration of an Application.

10.1.1. Any associated application fee must be paid in full prior to an Early Consideration report being presented to Council.

10.2. Upon receipt of an Early Consideration report, Council may:

10.2.1. Refuse consideration of a Complete Application, in which event the Applicant will be entitled to a refund of 50% of application fee;

10.2.2. Defer decision on an Early Consideration report and request additional information; or,

10.2.3. Approve proceeding with the preparation of a Complete Application for Council consideration.

11. SECURITY

11.1. Pursuant to the Local Government Act and as per the OCP, security may be required as a condition of permit issuance for the following:

11.1.1. Landscaping ("Landscape Security");

11.1.2. An unsafe condition or damage to the natural environment that may result as a consequence of a contravention of a condition in a permit ("Remediation Security"); or,

11.1.3. To guarantee the performance of the terms of a permit ("Performance Security").

11.2. Phased Landscape

11.2.1. Plans may be approved for large-scale developments to enable the completion of the landscape plan in phases and the submission of the related security deposit at commencement of each phase. The Applicant is required to request a phased approach to the execution of the landscape plan at the time of Development Permit application, clearly identifying on the submitted landscape plan the proposed phases and related cost estimates for each phase.

11.3. Form of Security

11.3.1. Security will be provided in the form of an automatically renewing irrevocable letter of credit, bank draft or in a form satisfactory to the Manager. Security will be required prior to the issuance of a development permit unless it is deferred to issuance of a building permit.

11.4. Amount of Security

The amount of security will be calculated and submitted by a Qualified Professional at the Applicant's expense, to the satisfaction of the Manager. using the following:

11.4.1. For Landscape Security, the amount of security will be 125% of an estimate or quote of the cost of works, including but not limited to: inspections, monitoring, maintenance, irrigation, labour and plantings materials.

11.4.2. For Remediation Security, the amount of security will be 125% of an estimate or quote of the cost of works, including but not limited to: inspections, monitoring, maintenance, irrigation, labour and planting materials.

11.4.3. Where security is required in the case of an unsafe condition or damage to the natural environment that may result from a contravention of a permit condition, the amount of security shall reflect:

11.4.3.1. the nature of the permit condition;

11.4.3.2. the nature of the unsafe condition or damage; and,

11.4.3.3. the cost to the City to enter the land to undertake the work to correct the unsafe condition or restore and enhance the natural environment, including the cost of repairing any damage to land that may have been caused by the unsafe condition or that may have occurred in connection with the repair work.

11.4.4. For Performance Security, the amount of security will be 125% of an estimate or quote of the cost of works to guarantee the performance of the terms of the permit. Such works may include but are not limited to: inspections, monitoring, maintenance, irrigation, labour, planting materials and works required to restore the land or remove any temporary structures.

11.5. Return of Security

11.5.1. If a permit is cancelled by the Applicant and no work has occurred related to the security deposit, the security deposit will be returned to the Applicant at the approval of the Manager.

11.5.2. Unless otherwise stated in this bylaw, the City will return the security when written request has been submitted by the applicant and includes a satisfactory Substantial Completion Report by a Qualified Professional certifying that:

11.5.2.1. The works have been completed in substantial compliance with the approved plan(s).

11.5.2.2. The unsafe condition or damage to the natural environment has been corrected.

11.5.3. Unless otherwise determined by the Manager, the Substantial Completion Report must be signed and sealed by a Qualified Professional and include the following at a minimum:

11.5.3.1. The date and drawing number of the plan reviewed by the Qualified Professional;
11.5.3.2. Date(s) of inspection by the Qualified Professional;
11.5.3.3. A statement from the Qualified Professional that the completed works substantially comply with the approved plan;
11.5.3.4. Identification of conformance to approved species, quantity of materials, scale and number of plans, irrigation systems and features (including hard landscaping) as shown on approved drawing(s) and installation to acceptable professional standards;
11.5.3.5. Confirmation that the depth of soils and composition of soils are to acceptable professional standards;
11.5.3.6. description of all deviations from the approved plan(s) with a rationale for the changes and whether the changes meet the intent of the approved plan(s); and,
11.5.3.7. The request of the amount of funds to be released.

11.5.4. Upon receipt of a Substantial Completion Report, the Manager may conduct a site inspection to verify that the works are installed in accordance with the approved plans.

11.5.5. Should there be any deficiencies identified in the Substantial Completion Report or should the Manager find any discrepancies and / or deficiencies during an inspection, an inspection report will be issued to the Applicant and the security will be retained until the deficiencies have been addressed. Any changes to the approved plans will require approval of the Manager prior to installation of any works. Depending on the level of non-conformance with the approved plans, Manager or Council approval of the revised plan(s) may be required through an amended permit application prior to the release of the security.

11.5.6. Site inspections and final acceptance by the City of the installation of plant material, sodding or seeding, may not be carried out between November 1st and April 30th due to weather conditions, unless otherwise approved by the Manager.

11.5.7. Upon completion of any items outlined in an inspection report, the applicant shall notify the City for further inspection in order to obtain a final release of the security.

11.5.8. Upon substantial completion, the City will return a portion of the security deposit. The City may withhold up to 10% of the total security deposit as a maintenance bond for up to two growing seasons as may be specified in the associated Development Permit to ensure that the work has been fully implemented and demonstrated to function (ecologically or as designed).

11.6. Partial Return of Landscape Security

The City may return a portion of the Landscape Security upon written request of the Owner and upon receipt of a report from a Qualified Professional where landscape securities are over $50,000.

11.6.1. The report must include the following:

11.6.1.1. Evidence that the total landscaping is 50% complete and substantially complies with the approved landscape plan;
11.6.1.2. Evidence that the perimeter landscaping is 100% complete as per the approved landscape plan for any portion of the subject property that includes street frontage;
11.6.1.3. The date and drawing number of the landscape plan reviewed by the Qualified Professional;
11.6.1.4. Date(s) of inspection by the Qualified Professional;
11.6.1.5. Evidence of conformance to approved species, quantity of materials, scale and number of plants, irrigation systems and features (including hard landscaping) as shown on approved drawing(s) and installation to acceptable professional standards;
11.6.1.6. Identification of all deviations from the approved landscape plan;
11.6.1.7. The submission of a revised landscape plan and cost estimates for the remainder of the works to be completed for the approval of the Manager; and,
11.6.1.8. The request for the amount of funds to be released.

11.6.2. When considering a request for partial release, the Manager will consider the visual impact and safety of the remainder of the site as well as the public interface areas prior to approving a partial return request.
11.6.3. If the request for the partial return of security is approved, the Manager will return up to 50% of the original cost estimate or quote less a portion to be withheld as a maintenance bond as per Section 11.5.8.
11.6.4. The partial return of the landscape security will occur only once per security deposit unless otherwise approved by the Manager.

12. DELEGATION OF AUTHORITY

The following authorities, duties and functions of Council are delegated to the Manager:

12.1. The authority to require security under ss. 496 and 502 of the Local Government Act.
12.2. The authority to designate the form of any permit issued under this bylaw as per the Local Government Act.
12.3. The authority to designate the form and content of application forms and guides.
12.4. The authority to require Notice of Application Sign for any Development Application.
12.4.1. To determine if a Notice of Application Sign is required, the Manager will consider:
12.4.1.1. If the application is for a use that is substantially different than the existing use;
12.4.1.2. If the scope of the proposed development is large and impactful to the surrounding neighbourhood(s); or,
12.4.1.3. If the proposed development is likely to be controversial among neighbouring residents and/or the broader community.

12.5. The authority to create, amend, and prescribe graphic design templates for development application notice signs.
12.6. The authority to require development approval information.
12.7. The authority to approve, decline, or amend Development Permits, except for Neighbourhood Plan Development Permits.
12.8. The authority to approve, decline or amend Minor Development Variance Permits for zoning requirements related to site coverage, building height, setbacks, or required parking space size in accordance with the following sub-sections:
    12.8.1. Where the variance would be minor and would have no significant negative impact on the use of immediately adjacent or nearby properties. In making this determination the Manager must consider the following criteria:
        12.8.1.1. Degree or scope of the variance relative to the regulation from which a variance is sought;
        12.8.1.2. Proximity of the building or structure to neighbouring properties; and,
        12.8.1.3. Character of development in the vicinity of the subject property.
    12.8.2. In deciding whether to issue a Development Variance Permit the Manager must consider the following guidelines:
        12.8.2.1. If the proposed variance is consistent with the general purpose and intent of the zone;
        12.8.2.2. There is a valid reason for the variance request;
        12.8.2.3. If the proposed variance addresses a physical or legal constraint associated with the site (e.g., unusual parcel shape, topographical feature, statutory right-of-way, etc.);
        12.8.2.4. The proposed variance must not include a variance to site coverage greater than 10% of the allowed site coverage in the Zoning Bylaw;
        12.8.2.5. The proposed variance to height of buildings or structures must be for less than 20% the allowed height;
        12.8.2.6. The proposed variance to setbacks of buildings or structures must be for less than 50% for any setback abutting a property and for up to 100% for any setback abutting a highway as permitted in the Zoning Bylaw;
        12.8.2.7. The proposed variance must to parking space size is not more than 20%;
        12.8.2.8. If strict compliance with the zoning regulation would be unreasonable; and,
        12.8.2.9. If the proposed variance would unduly impact the character of the streetscape or surrounding neighbourhood.
    12.8.3. The Manager will refer the Development Variance Permit to Council in the following circumstances:
        12.8.3.1. The proposed variance does not meet the criteria of minor;
        12.8.3.2. The proposed variance is in conjunction with a Development Permit application that is not delegated to staff;

12.8.3.3. The proposed variance is in conjunction with a Development Permit application that is has been refused by staff and is under reconsideration by Council according to section 13 of this Bylaw; or,

12.8.3.4. The proposed variance meets the criteria of minor, but in the opinion of the Manager, it would be in the public interest to instead have the application considered by Council.

12.9. The authority to amend Development Permits that have been approved and / or issued by the Manager or Council, provided:

12.9.1. The changes are minor in nature; and

12.9.2. No additional variances are requested.

12.10. The authority to renew Development Permits that have been issued and lapsed provided:

12.10.1. No changes have been proposed to the Permit; and,

12.10.2. The Permit is consistent with the current OCP and relevant Guidelines.

12.11. The following authorities, duties and functions of Council are delegated to the Manager, Corporate Officer, or Chief Administrative Officer:

12.11.1. To accept, execute, or discharge a Section 219 Covenant or Statutory Right of Way that is required as a condition of development application approval on behalf of the City;

12.11.2. To acquire a statutory right of way or easement or amendment to a statutory right of way or easement on behalf of the City in connection with the operation of a sewer, water or drainage works, or for the purpose of trails or pedestrian or vehicular access;

12.11.3. To execute a discharge of a statutory right of way or easement which is no longer required by the City or is to be replaced.

12.12. To respond to liquor license application notices from the Liquor Control and Cannabis Regulation Branch with powers and duties under subsection 38(2) and (3) of the *Liquor Control and Licensing Act* regarding liquor licence applications that are for:

12.12.1. Liquor primary or food primary establishments with licensed service up to 2:00 am;

12.12.2. Special event liquor licences for events up to 2,500 people and with licenced service up to 11:00 pm; or,

12.12.3. A temporary extension to hours of licensed service for all licence types up to 3:00 am on New Year's Eve, Spring Splash, Julyfest, or other City sanctioned events.

13. COUNCIL RECONSIDERATION OF A DELEGATED DECISION

13.1. Within 15 business days of being notified in writing of the decision of the Manager under section 13.7, 13.8 or 13.9 of this bylaw, the Applicant may, following payment of the reconsideration fee request that Council reconsider the decision.

13.2. The Applicant must give written notice to the Corporate Officer setting out the grounds on which the Applicant considers the decision to be inappropriate, including the specific decision, and what decision Council should use as a substitute.

13.3. The Corporate Officer will notify the Manager of the request(s) for reconsideration and the Manager will, prior to the date of the meeting at which the reconsideration will occur, provide a copy of a written report setting out the rationale for their decision to Council.
13.4. The Corporate Officer will place the request(s) for reconsideration on the agenda of a meeting of Council to be held as soon as reasonably possible.
13.5. The Corporate Officer will notify the Applicant of the date of the meeting at which reconsideration will occur.
13.6. Council will review the information provided by the Applicant and the Manager, and either confirm the decision made by the Manager, or substitute its own decision including applicable conditions.

14. PERMIT RENEWALS, EXTENSIONS, LAPSES AND RE-APPLICATION

14.1. Only complete applications will be accepted. If staff determines that an application is incomplete during the initial review, the application will be placed on hold and the Applicant will be requested to provide the required information. If an Applicant does not provide the required information within three (3) months of the request, the file may be deemed abandoned and closed.
14.2. An application that has been accepted as complete but has been determined to be inactive for more than nine (9) months, may be deemed abandoned and closed.
14.3. In the event that an application made pursuant to this bylaw has not been given final adoption or approval by Council within one (1) year after the date it was given third reading or one (1) year after the date of last consideration by Council, due to inactivity or non-response by the Applicant, the application may be deemed to be abandoned and the file closed.
14.4. In the case of applications that have been delegated to the Manager, if final approval of the application is not granted, due to inactivity or non-response by the Applicant, within one (1) year after a written request to the Applicant from the Manager to submit any outstanding items, the application may be deemed to be abandoned and may be closed.
14.5. Upon written request, and submission of applicable fee, from the Applicant at least 30 days prior to the lapse of an application applicable under in section 14.3 or 14.4, Council or the Manager, where delegated, may extend the deadline for a period of one (1) year to enable the Applicant to complete the requirements for final adoption or approval. A maximum of two (2) one-year time extensions may be granted. If the extension request is denied or the Applicant has received two (2) one-year time extensions and still has not met the requirements for final adoption or approval and wishes to proceed with the application, a new application and fee will be required.
14.6. Unless Section 14.5 is applicable, for an application that has lapsed under Sections 14.1 to 14.4, for the application to proceed, a new application and fee will be required.
14.7. Re-Application:

14.7.1. Subject to the Local Government Act, where an application made pursuant to this bylaw has been refused, re-application for the same amendment or permit will not be accepted for a six (6) month period immediately following the date of refusal.

14.7.2. Where an Applicant intends to appeal to the Council to vary the time limit set in section 14.7.1, pursuant to the Local Government Act, the Applicant shall submit, in writing, a detailed statement as to why the time limit for the reapplication should be varied.

14.8. Neighbourhood Plan Expiration and Renewal

14.8.1. Where a development permit for a neighbourhood plan approved, the permit shall be valid for not more than 5 years.

14.8.2. Upon written request from the Applicant, and submission of a Minor Development Permit fee, at least 60 days prior to the expiry, a neighbourhood plan development permit may be considered for renewal by Council for not more than one (1) additional five (5) year period, after which a new application and fee will be required.

15. TRANSITION

15.1. Development applications received prior to the adoption of this bylaw will be processed according to the policies and procedures existing prior to its adoption. Any development applications received following the adoption of this bylaw will immediately be processed and considered according to the policies and procedures of this bylaw.

16. SEVERABILITY

16.1. If any section, subsection, sentence, clause or phrase forming part of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion shall be severed from the Bylaw without affecting the validity of the Bylaw or any remaining portions of the Bylaw.

17. REPEAL

17.1. Development Approval Procedures Bylaw No. 1849, 1994, is repealed.

Read a first time on the __ day of _____, 2026.

Read a second time on the __ day of _____, 2026.

Read a third time on the __ day of _____, 2026;

Adopted on the __ day of __, 2026;

MAYOR

CORPORATE OFFICER

SCHEDULE 1 - FEE SCHEDULE

Type	Fee
Development Permits	
Development Permit	$1,000
Reconsideration of Development Permit by Council	$500
Development Permit Amendment	50% of original fee
Application Extension	50% of original fee
Development Commenced Prior to Permit Issued	Double Fee
Cancelled Application Refund	Up to 50% of original fee
Official Community Plan and Zoning	
Minor Official Community Plan Amendment	$1,500
Major Official Community Plan Amendment	$3,000
Minor Zoning Bylaw Amendment	$1,500
Major Zoning Bylaw Amendment	$3,000
Application Extension	50% of original fee
Cancelled Application Refund	Up to 50% of original fee
Subdivision	
Minor Application (not requiring new roads or utility extensions)	$500 + $100 per Lot
Major Application (requiring new roads or utility extensions)	$1000 + $100 per Lot
Strata Conversion Application	$500 + $100 per Unit
Phased Strata Plan (Form P)	$500 + $100 per Lot or Unit
Extension, revision or amendment of Preliminary Review Letter	50% of original fee
Final Approval – Minor, Major, Strata Conversion	$750 + $100 per Lot or Unit
Final Approval - Phased Strata Plan	$500 per Phase
Final Approval - Re-approval, revision or amendment	50% of original fee
Cancelled Application Refund	Up to 50% of original fee
Variances	
Minor Development Variance Permit	$500
Reconsideration of Minor Development Variance Permit by Council	$500
Major Development Variance Permit	$1,000
Board of Variance	$800
Development Permit Amendment	50% of original fee
Application Extension	50% of original fee
Development Commenced Prior to Required Permit(s) Issued	Double Fee
Cancelled Application Refund	Up to 50% of original fee
Other Applications and Fees	
Additional Pre-Application Meeting	$300
Temporary Use Permit	$1,000

SCHEDULE 2 – PROCEDURE FOR AMENDMENT TO OCP OR ZONING BYLAW

This information is meant as a general guide to the processing procedure and is not regarded as the right to development approval if the steps indicated are followed.

1. Consultation
    1.1. An application for an amendment to the OCP will include one or more opportunities for consultation with persons, organizations, and authorities it considers affected by the application as per the Local Government Act. The opportunity for consultation will be considered for each amendment application and will be outlined within staff's technical report to Council.
2. Processing Procedure

An amendment application submitted in accordance with this bylaw will be substantially processed as follows:

2.1. The Applicant will have a Pre-Application Meeting to discuss the proposal and application requirements with staff prior to submitting a formal application to the City. Applicants are entitled to one Pre-Application Meeting. A request for a subsequent Pre-Application Meeting may be subject to additional fees in accordance with the Fees schedule, as amended. The Applicant shall provide their pre-application package to staff at least seven (7) days in advance of the meeting, non-compliance will result in the meeting being rescheduled.

2.1.1. Within three business days of the conclusion of the meeting, staff will provide a summary of the meeting to identify any additional requirements that need to be provided for the application submission to be considered a complete application.

2.2. Prior to the Applicant fulfilling the requirements of a complete application, an Early Consideration of an Application report may be prepared by staff and presented to Council for consideration in accordance with section 10 of this bylaw.

2.3. Upon submission of a complete application, within 7 days staff will review the application to determine if all required development approval information is included.

2.3.1. If the submission does not include all required development information it will be deemed incomplete and staff will request the required information from the Applicant.

2.3.2. If the submission includes all required development information, the submission will be deemed a complete application and staff will open a file and issue a receipt to the Applicant.

2.4. Staff will review the proposal for compliance with relevant bylaws and policies and may meet with the Applicant (as required). Staff may conduct a site visit(s) as part of the evaluation process.

2.5. Staff will refer the application to all applicable City departments, advisory committees, government ministries, agencies and organizations.

2.6. Staff may prepare a comprehensive letter(s), incorporating feedback received from the referral process to identify preliminary development conditions / requirements which will be sent to the applicant to:
  2.6.1. Resolve conditions / requirements identified in the comprehensive letter(s)
  2.6.2. Submit any necessary reports / studies; and
  2.6.3. Complete any required approvals.
2.7. The Applicant is encouraged to address the items in the comprehensive letter and may wish to revise the application accordingly.
2.8. For a zoning amendment application where the proposed zoning amendment is consistent with the OCP, staff will publish and give notice of the amending bylaw(s) advising of the date of the first reading of the bylaw in accordance with the Local Government Act.
2.9. Staff will prepare a technical report and amending bylaw(s) for Council's consideration, incorporating feedback received from the referral process, advisory committees, the community and any recommendations from the Development Review Team.
2.10. Council will receive the technical report, and if Council decides to proceed with further consideration of the amendment application, the amending bylaw may be given readings. Council may alternatively decide to postpone or deny the application.
2.11. Should the amending bylaw(s) receive readings and should a public hearing be required prior to third reading pursuant to the Local Government Act and as per this bylaw, notice(s) of the amending bylaw(s) will be published in a newspaper pursuant to the Local Government Act.
  2.11.1. For a zoning bylaw amendments where the proposed zoning bylaw is for the purpose of residential development and the proposed zoning is consistent with the OCP, a public hearing will not be held, pursuant to the Local Government Act.
2.12. After a public hearing, if required, Council may proceed with third reading of the amending bylaw (including the imposition of conditions), postpone or deny the application. Upon approval of third reading, an amendment bylaw will be referred to any provincial minister(s) for signature before proceeding to adoption, as required by provincial legislation.
2.13. Once all of the conditions identified at third reading, if any, have been addressed, and approval of any required provincial ministries is received, Council will consider adoption of the bylaw(s) and may:
  2.13.1. Authorize the issuance of the permit;
  2.13.2. Authorize the issuance of the permit with conditions;
  2.13.3. Request additional information and defer decision on the permit; or,
  2.13.4. Deny the permit.
2.14. Within two (2) business days following the Council meeting at which any stage of the application is considered, the Applicant will be notified of the outcome by email or other written correspondence from staff.

SCHEDULE 3 - PROCEDURE FOR NEIGHBOURHOOD PLAN DEVELOPMENT PERMITS

This information is meant as a general guide to the processing procedure and is not regarded as the right to development approval if the steps indicated are followed.

1. If a Neighbourhood Plan Development Permit is required, it may be processed concurrently with a Zoning Bylaw or Official Community Plan Amendment applications, or a Subdivision application, and will be substantially processed with the following additional steps:
    1.1. The Applicant will be required to work with staff to identify the basic conditions to be outlined in the Neighbourhood Plan Development Permit. Such conditions may include, but are not limited to:
        1.1.1. housing and land-use diversity and layout;
        1.1.2. on- and off-site infrastructure installation and/or upgrades;
        1.1.3. transportation network layout and connections;
        1.1.4. amenity provision and/or contributions;
        1.1.5. phasing of the development of the lands;
        1.1.6. natural hazard mitigation;
        1.1.7. environmental protection; and,
        1.1.8. any other conditions that may be required and will be determined on a site-specific basis.
    1.2. The Applicant will submit the draft Neighbourhood Plan to the Manager who will refer it to applicable City departments, community residents and/or stakeholders, government ministries, agencies, organizations, or the Development Review Team.
    1.3. Notice of a Neighbourhood Plan being considered will be posted not less than 14 days prior to consideration of the Neighbourhood Plan, according to section 9 of this bylaw.
    1.4. Staff will prepare a technical report for Council's consideration on the draft Neighbourhood Plan, incorporating feedback received from the referral process, the community and any recommendations from staff.
    1.5. Upon receipt of the technical report, Council may:
        1.5.1. Authorize the issuance of the permit;
        1.5.2. Authorize the issuance of the permit with conditions;
        1.5.3. Request additional information and defer decision on the permit; or,
        1.5.4. Deny the permit.
    1.6. Within two (2) business days following the Council meeting at which any stage of the application is considered, the Applicant will be notified of the outcome by email or other written correspondence from staff.

SCHEDULE 4 – PROCEDURE FOR DEVELOPMENT PERMIT OR DEVELOPMENT VARIANCE PERMIT

This information is meant as a general guide to the processing procedure and is not regarded as the right to development approval if the steps indicated are followed.

1. A Development Permit or Development Variance Permit Application submitted in accordance with this Bylaw will be substantially processed as follows:
    1.1. The Applicant may have a Pre-Application Meeting to discuss the proposal and application requirements with staff prior to submitting a formal application to the Manager.
        1.1.1. Applicants are entitled to one Pre-Application Meeting. A request for a subsequent Pre-Application Meeting may be subject to additional fees in accordance with the Fees schedule.
        1.1.2. The Applicant shall provide their pre-application package to staff no less than seven (7) days in advance of the meeting, non-compliance will result in the meeting being rescheduled.
        1.1.3. Within three (3) business days of the meeting, staff will provide a summary of the meeting to identify any additional requirements that need to be provided with the formal application submission.
    1.2. Upon submission of a complete application, within 7 days staff will review the application to determine if all required development approval information is included.
        1.2.1. If the submission does not include all required development information, it will be deemed incomplete and staff will request the required information from the Applicant.
        1.2.2. If the submission includes all required development information, the submission will be deemed a complete application and staff will open a file and issue a receipt to the Applicant.
    1.3. Staff will review the proposal for compliance with relevant City bylaws and policies, and may meet with the Applicant (as required). Staff may conduct a site visit(s) as part of the evaluation process.
    1.4. Staff will refer the application to all applicable City departments, advisory committees, or external agencies according to section 7 and section 8 of this bylaw.
    1.5. Staff may prepare a comprehensive letter(s), incorporating feedback received from the referral process to identify preliminary development conditions /requirements which will be sent to the applicant to:
        1.5.1. Resolve conditions/requirements identified in the comprehensive letter(s);
        1.5.2. Submit any necessary reports/studies; and,
        1.5.3. Complete any required approvals.
    1.6. The Applicant must address the items in the comprehensive letter and may wish to revise the application accordingly.
    1.7. Staff will mail or otherwise deliver notices to adjacent property owners as per requirements of this bylaw and the Local Government Act.
        1.7.1. Applications for Development Permits do not require notice.

1.7.2. Applications for Development Variance Permits will be sent notice according to Section 9 of this bylaw.

1.8. Staff will prepare a technical report for consideration, incorporating feedback received from the referral process and any recommendations from the Development Review Team.

1.8.1. Where the Manager has delegated authority to review the Development Permit or Development Variance Permit, the application and technical report will be referred to the Manager for consideration, otherwise the report will be prepared for Council's consideration.

1.9. If authority has not been delegated, Council will receive the technical report and may:

1.9.1. Authorize the issuance of the permit;

1.9.2. Authorize the issuance of the permit with conditions;

1.9.3. Request additional information and defer decision on the permit; or,

1.9.4. Deny the permit.

1.10. If the development permit application includes a request for a development variance permit(s), the development variance(s) may be considered by staff or Council in conjunction with the development permit application pursuant to requirements of this bylaw and the Local Government Act

1.10.1. All applicable additional fees for each application type will be required as per this bylaw.

1.11. When a delegated permit is refused by the Manager, the Applicant may request reconsideration by Council, subject to the appropriate fee(s).

1.12. Upon receipt of the reconsideration request, staff will prepare a technical memo, incorporating feedback received from the referral process, advisory committees, and the community.

1.12.1. The technical memo will be presented to Council at the next possible Council meeting , where Council may:

1.12.1.1. Authorize the issuance of the permit;

1.12.1.2. Authorize the issuance of the permit with conditions;

1.12.1.3. Request additional information and defer decision on the permit; or,

1.12.1.4. Deny the permit.

1.13. When a Development Permit is issued, a Notice of Permit will be registered against the title of the property at the Land title Office by staff.

1.14. Within two (2) business days following considered of the permit, the Applicant will be notified of the outcome by email or other written correspondence from staff.

SCHEDULE 5 – PROCEDURE FOR TEMPORARY USE PERMIT

This information is meant as a general guide to the processing procedure and is not regarded as the right to development approval if the steps indicated are followed.

2. A Temporary Use Permit submitted in accordance with this Bylaw will be substantially processed as follows:
    2.1. The Applicant may have a Pre-Application Meeting to discuss the proposal and application requirements with staff prior to submitting a formal application to the Manager.
        2.1.1. Applicants are entitled to one Pre-Application Meeting. A request for a subsequent Pre-Application Meeting may be subject to additional fees in accordance with the Fees schedule.
        2.1.2. The Applicant shall provide their pre-application package to staff no less than seven (7) days in advance of the meeting, non-compliance will result in the meeting being rescheduled.
        2.1.3. Within three (3) business days of the meeting, staff will provide a summary of the meeting to identify any additional requirements that need to be provided with the formal application submission.
    2.2. Upon submission of a complete application, within 7 days staff will review the application to determine if all required development approval information is included.
        2.2.1. If the submission does not include all required development information, it will be deemed incomplete and staff will request the required information from the Applicant.
        2.2.2. If the submission includes all required development information, the submission will be deemed a complete application and staff will open a file and issue a receipt to the Applicant.
    2.3. Staff will review the proposal for compliance with relevant City bylaws and policies, and may meet with the Applicant (as required). Staff may conduct a site visit(s) as part of the evaluation process.
    2.4. Staff will refer the application to all applicable City departments, advisory committees, or external agencies according to section 7 and section 8 of this bylaw.
    2.5. Staff may prepare a comprehensive letter(s), incorporating feedback received from the referral process to identify preliminary development conditions /requirements which will be sent to the applicant to:
        2.5.1. Resolve conditions/requirements identified in the comprehensive letter(s);
        2.5.2. Submit any necessary reports/studies; and,
        2.5.3. Complete any required approvals.
    2.6. The Applicant must address the items in the comprehensive letter and may wish to revise the application accordingly.
    2.7. Staff will mail or otherwise deliver notices to adjacent property owners as per requirements of this bylaw and the Local Government Act.
    2.8. Staff will prepare a technical report for consideration, incorporating feedback received from the referral process and any recommendations from the Development Review Team.

2.9. Council will receive the technical report and may:
  2.9.1. Authorize the issuance of the permit;
  2.9.2. Authorize the issuance of the permit with conditions;
  2.9.3. Request additional information and defer decision on the permit; or,
  2.9.4. Deny the permit.
2.10. When a Temporary Use Permit is issued, a Notice of Permit will be registered against the title of the property at the Land title Office by staff.
2.11. Within two (2) business days following the Council meeting at which any stage of the application is considered, the Applicant will be notified of the outcome by email or other written correspondence from staff.

SCHEDULE 6 – NOTICE OF APPLICATION SIGN REQUIREMENTS

1. Scope
   1.1. Where the installation of a Notice of Application sign is required by this bylaw, it shall be installed according to the requirements of this Schedule.
2. Design of Sign
   2.1. The design of the sign shall be in a Sign Format Sheet, prescribed by the Manager.
3. Preparation of Sign
   3.1. The preparation and posting of the Notice of Application sign is the responsibility of the Applicant and must be undertaken as per the requirements of this bylaw. The applicant will provide a mock-up of the sign with their complete application for review and approval prior to final printing. For concurrent applications, one sign indicating the nature of the proposal may be permitted.
4. Timing
   4.1. The sign must be posted within ten (10) days of staff's approval of the sign mock-up, and the applicant must provide proof that the sign has been posted in the form of time stamped photos within this ten (10) day period. Any delays in printing and installation of the signs shall be communicated by the applicant to staff as soon as reasonably possible.
5. Siting of Sign
   5.1. All Notice of Application Signs shall be placed on the property at a setback of not more than three (3) metres from the front property line.
   5.2. The sign must face the street and be clearly visible. All proposed sign locations must be verified by the staff prior to installation.
   5.3. The sign must be located so as not to interfere with pedestrian or vehicular traffic, or obstruct visibility from streets, lanes, walkways or driveways so as to create a hazard.
   5.4. The sign must be installed at a height so as not to be buried or obstructed by snow.
   5.5. The Notice of Application Sign must be installed in a sound manner and must be capable of withstanding wind and weather.
6. Number of Signs
   6.1. The Applicant shall post a minimum of one (1) Notice of Application Sign. For large parcels with over 200 m of street frontage, one (1) Notice of Application Sign shall be required for each 200 m of street frontage, to a maximum of three signs.
7. Maintenance of Sign
   7.1. It is the responsibility of the Applicant to ensure the sign(s) remain intact and visible as per the sign siting specifications until such time the sign can be removed, in accordance with this Bylaw.
8. Amendments to Application
   8.1. If any significant amendments are made to the application, the Applicant may be required to install new sign(s) reflecting the change in application. The Applicant will provide a mock-up of the sign to the staff for review and approval prior to final printing.
9. Sign Removal
   9.1. The Notice of Application Sign shall be removed by the Applicant within seven (7) days following:
      9.1.1. The adoption of the application; or,
      9.1.2. The cancellation or abandonment of the application.

10. Failure to Post, Maintain or Remove
    10.1. Failure to Post and maintain the required Notice of Application Sign(s) in accordance with this bylaw will result in the postponement of consideration of the application by Council and any costs associated with the postponement will be borne by the Applicant. Non-compliance with this section due to the removal, destruction, or alteration of the sign by vandalism or natural occurrence shall not affect the validity of the application or postpone Council consideration of the application, as long as reasonable efforts have been taken by the applicant to maintain the sign.
    10.2. Failure to remove the sign as required may result in the sign being removed at the expense of the Applicant. The City shall not be liable for any damage or loss of the sign.

SCHEDULE 7 - POTENTIAL TYPES OF REPORTS REQUIRED DEVELOPMENT APPROVAL INFORMATION

The following list of report types provides expanded scope and description, in addition to those included in section 7.1 of this bylaw, of the types of reports that may be required to satisfy development Approval Information for any development application to the City. This list provides examples of the types of reports that may be required, but is not exhaustive and reports not specifically included in this list may still be required.

1. Compliance of the activity or development with the OCP and any other relevant bylaw, plan or policy in preparation or adopted by Council;
2. The impact of the proposed development on the natural environment such as riparian and wetland areas, vegetation, soils and erosion, geotechnical characteristics, topographical features, ecosystems and biological diversity, fish and wildlife habitat, environmentally sensitive features, and rare or endangered plant or animal species;
3. The impact of the development on grading in relation to adjacent parcels;
4. Hazardous conditions including, but not limited to, mud flow, debris torrents, erosion, land slip, rock falls, subsidence, avalanche, wildfire, flood, inundation or other hazard (including appropriate construction elevations and setbacks);
5. Transportation assessments including but not limited to transportation impacts in terms of daily and peak hour trip generation and assignments, public transit, parking demand, traffic safety, active transportation and vehicular traffic flow or operation, trip generation, site access and egress, transportation network connectivity and accessibility, and recreational trail connectivity;
6. The impact of the proposed development on groundwater quantity and quality; surface water generated by the proposed development; and the options for collection, storage, reuse and dispersal of such drainage;
7. Hydrological and / or hydrogeological assessment including, but not limited to, infiltration, interception, groundwater and overland flow, as well as hydrologic processes including accretion and erosion;
8. An assessment of wildfire hazard conditions and mitigation recommendations that assures project construction activities and materials comply with Urban Wildfire Interface management principles;
9. Functional servicing assessment of local infrastructure capacity and site servicing including, but not limited to, drainage, water, sewer or other utilities to determine the impact of the development on City infrastructure including capital, operations, and maintenance over the lifecycle of the development;
10. Tree assessment and plan that promotes the retention and planting of native plant species, plant health, habitat preservation, reduce wildfire risk, minimal erosion, and retention of a natural appearance;
11. Landscape plan and corresponding cost estimate;
12. Impacts on the demand for local services and amenities including but not limited to community facilities and services including, but not limited to, schools, parks, recreation, emergency protective and health services;
13. Historical, cultural and archaeological buildings, sites or assets;

14. How the proposed development impacts and buffers adjacent uses;
15. Water conservation, energy efficiency, and emissions reduction;
16. Air Quality Impact Assessment including, but not limited to, pollution, dust, fumes, smoke and odours;
17. Economic impacts of a proposed commercial or industrial development, including but not limited to, the effects of additional competition, traffic impacts, the effects on tenancy and the impacts to neighbourhood stability;
18. Socio-economic impacts affecting the day-to-day quality of life of people and communities, including direct and indirect economic impacts, demographics, housing, local services and socio-cultural issues;
19. Construction management plan outlining the staging, implementation schedule, and duration of construction for any proposed development including proposed impact mitigation; and
20. Other studies to which the Manager considers the proposed activity or development impacts the jurisdiction of the City as deemed necessary.