



Development Application Procedures Bylaw



Proposal

- ▶ To consider a new Development Application Procedures Bylaw to allow for procedural updates, formatting changes and the integration of the Heritage Procedures Bylaw No. 11185.

Development Process

Staff Initiated

Bylaw Amendment

Staff Review & Circulation

N/A

Public Notification Received

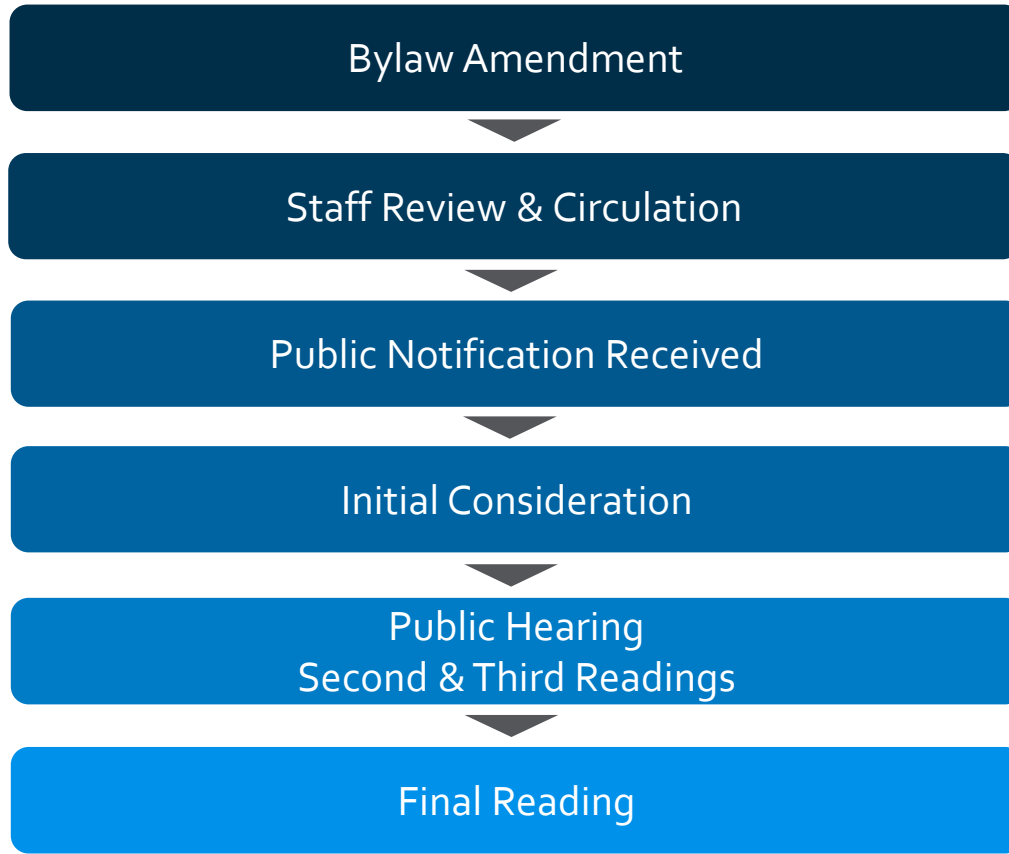
Nov 15, 2021

Initial Consideration

Public Hearing
Second & Third Readings

Final Reading

Council Approvals



Background

- ▶ **Current DAP Bylaw Adopted in 2011**
 - ▶ Sets out the procedures for the processing of development applications.
 - ▶ Provides the requirements for notification to adjacent property owners, advertisements and the posting of development notice signs for the subject property.
- ▶ **Heritage Bylaw Adopted in 2016**
 - ▶ The Heritage Procedures Bylaw sets out procedures for the processing of development applications in respect of bylaws, agreements and permits under Part 15 Heritage Conservation of the Local Government Act.
 - ▶ It identifies procedure for development applications, revitalization, heritage designation and covenants.

General Updates

- ▶ Update structure to allow for ease of use, clarity and increase consistency;
- ▶ Modernization of the bylaw to meet current needs (i.e. the implementation of procedures for complex applications); and
- ▶ Integration of the Heritage Procedures Bylaw into the Development Application Procedures Bylaw to allow for one document that covers all application types.

Phased Approach

- ▶ Staff are proposing two parts to fully updating the proposed bylaw.
- ▶ Mainly due to large number of processes involved and increased stakeholder consultation needed for proposed phase 2 changes.

Phase 1

Proposed Now

Procedure/Section	Rationale
Early Consideration Applications (Schedule '15')	To allow for Council input earlier in an application process for complex applications that meet the general criteria outlines in Schedule '15'- 2.0 (b) Processing Procedures
Improve drawing packages - for Council issued Development Permit/ Development Variance Permit applications (Schedule '1')	To provide Council with higher quality submissions and project renderings as outlined in Schedule '1' (j)
Heritage - All definitions and Heritage related procedures has been added into the bylaw. (Schedules '12', '13' and '14')	To create one document for users and remove excess sources of information for application procedures.
Agricultural Land Commission requirements – Act and Regulation Changes (Schedule '7')	Ensure that applicants are made aware to apply directly to the ALC and remove option for land owners to apply for exclusion applications.

Phase 2

Proposed Later



1. **Landscape procedures.** Specifically, requirements for differing levels of plans such as Official Community Plan Amendments and Rezoning applications, versus staff-issued permits or Council-issued permits.
2. **Master Development Plan Policy.** Staff are currently exploring the opportunity to implement procedures for larger, multi-phased developments. This is intended to provide greater detail for multi-phased sites by establishing land use, density targets, infrastructure (road/pathway network) and utilities.
3. **Delegated authority.** Development and Planning Services Director for multi-family development permits that meet the criteria of low-density (i.e. form and character development permits for townhouse or low-rise apartment buildings under a density threshold).

Staff Recommendation

- ▶ Staff are recommending the proposed bylaw be supported
 - ▶ Provides criteria and procedure for complex files
 - ▶ Simplifies and modernizes two bylaws into one
 - ▶ Provides for higher quality drawing packages
 - ▶ Bring bylaw in line with recent ALC Act and Regulation changes



Conclusion of Staff Remarks