

SCHEDULE C - TA16-0016

Procedures Bylaw No. 10540 - DRAFT

List of Amendments to Procedures Development Application Bylaw No. 10540 for Temporary Farm Worker Housing

No.	Section	Existing Text	Proposed Text	Explanation
1	Remove Section 1.4.1 Definitions	'Additional Dwelling for Farm Employee Permit' means a permit authorized by Section 15(1) of the <i>Community Charter</i> for the accommodation of a full-time employee or employees paid to work on a farm operation.		Remove additional dwelling for farm employee permit.
2	Add to Section 1.4.1 Definitions		'Agricultural Advisory Committee' means an advisory committee established by Council.	No definition in bylaw.
3	Add to Section 1.4.1 Definitions		'Temporary Farm Worker(s)' means an individual or individuals who carry out agricultural work on a temporary, seasonal basis on a farm unit.	No definition in bylaw.
4	Add to Section 1.4.1		'Temporary Farm Worker Housing' means a dwelling to temporarily accommodate temporary farm worker(s), which is accessory to a farm unit, that is used to provide spaces for cooking, sanitary, living and sleeping.	No definition in bylaw
5	Add to Section 1.4.1 Definitions		'Full Time Farm Worker Housing' means a dwelling(s) to accommodate farm workers for more than eight months per calendar year.	No definition in bylaw
6	Add to Section 1.4.1 Definitions		'Direct Temporary Farm Worker Housing Permit' means a Permit issued by the Director of Land Use Management that applies to development that meets the following criteria: <ul style="list-style-type: none"> Is for eight or fewer sleeping units in one or more Temporary farm worker agricultural dwellings; and Is consistent with the applicable guidelines and policies of the Official Community Plan and regulations of the Zoning Bylaw. 	No definition in bylaw.

SCHEDULE C - TA16-0016

Procedures Bylaw No. 10540 - DRAFT

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7	Add to Section 1.4.1 Definitions		‘Full Time Farm Worker Housing Permit’ means a permit authorized by Section 15(1) of the <i>Community Charter</i> for the accommodation of a full-time employee or employees paid to work on a farm operation.	
7	Section 1.4.1 Definitions		‘Temporary Farm Worker Housing Permit’ means a permit authorized by Section 15(1) of the <i>Community Charter</i> for the accommodation of an employee(s) paid to work on a farm operation on a temporary/Temporary basis.	No definition in bylaw
8	Revise 2.1.2 in Section 2.1 Making Application	2.1.2 Application Requirements and Processing h) An Application for an Additional Dwelling for Farm Employee Permit will be made and processed substantially in accordance with Schedule ‘9’ of this bylaw.	2.1.2 Application Requirements and Processing h) An Application for a Permanent Farm Worker Housing Permit will be made and processed substantially in accordance with Schedule ‘9’ of this bylaw. g) An Application for a Temporary Farm Worker Housing Permit will be made and processed substantially in accordance with Schedule ‘10’ of this bylaw.	Replace Additional Dwelling for Farm Employee Permit with references to Permanent and Temporary Farm Worker Housing Permits
9	Revise Section 2.2 Council Decisions	2.3.4 Issuance or Refusal of Additional Dwelling for Farm Employee Permits The powers of Council under Section 15(1) of the <i>Community Charter</i> to issue, to refuse, to amend and to set conditions for permits for the placement of dwellings for the accommodation of farm help, in accordance with the <i>Agricultural Land Commission Act</i> and Regulations.	2.3.4 Issuance or Refusal of Full Time Farm Worker Housing Permits The powers of Council under Section 15(1) of the <i>Community Charter</i> to issue, to refuse, to amend and to set conditions for permits for the placement of dwellings for the accommodation of Temporary farm workers, in accordance with the <i>Agricultural Land Commission Act</i> and Regulations. 2.3.4 Issuance or Refusal of Temporary Farm Worker Housing Permits The powers of Council under Section 15(1) of	Replace Additional Dwelling for Farm Employee Permit with Full Time Farm Worker Housing Permits and Temporary Farm Worker Housing Permit and remove words ‘farm help’

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			the <i>Community Charter</i> to issue, to refuse, to amend and to set conditions for permits for the placement of dwellings for the accommodation of Temporary farm workers, in accordance with the <i>Agricultural Land Commission Act</i> and Regulations.	
10	Add to Section 2.4.2 's)' and Renumber 't) Development Approval Information	s) Any other topic in relation to which the Director of Land Use Management considers the proposed activity or development impacts the jurisdiction of the City	s) Agricultural impacts, including, but not limited to a soils assessment; t) Any other topic in relation to which the Director of Land Use Management considers the proposed activity or development impacts the jurisdiction of the City .	
11	Replace Schedule '9' Applications for Additional Dwelling for Farm Employee Permits with Schedule '9' Applications for Permanent Farm Worker Housing Permits	Schedule '9' Applications for Additional Dwelling for Farm Employee Permits This information is meant as a general guide only and is not regarded as the right to development approval if the steps indicated are followed. 1.0 APPLICATION REQUIREMENTS The following information will be required to accompany an application for an Additional Dwelling for Farm Employee Permit under this Bylaw: 1.1 State of Title, printed within ninety (90) days before making application, for all properties subject of the application; 1.2 Owner's Authorization (where required); 1.3 Project Rationale outlining the justification for the additional farm help in relation to the agricultural	Schedule '9' Applications for Full Time Farm Worker Housing Permits. This information is meant as a general guide only and is not regarded as the right to development approval if the steps indicated are followed. 1.0APPLICATION REQUIREMENTS The following information will be required to accompany an application for a Full Time Farm Worker Housing Permit under this Bylaw: 1.1State of Title, printed within ninety (90) days before making application, for all properties subject of the application; 1.2 Owner's Authorization (where required); 1.3Project Rationale outlining the justification for the additional farm	Update wording to reflect Permanent Farm Worker Housing Permit

SCHEDULE C - TA16-0016

Procedures Bylaw No. 10540 - DRAFT

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		<p>activities, including maps, as necessary.</p> <p>2.0 PROCESSING PROCEDURES An Additional Dwelling for Farm Employee Permit application submitted in accordance with this bylaw will be processed as follows:</p> <p>2.1 Upon receipt of an application package submitted to the City in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.</p> <p>2.2 Land Use Management will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant. One Window Staff will open a file only upon a complete submission package.</p> <p>2.3 Land Use Management will refer the application to all applicable City departments, government and external agencies.</p> <p>2.4 Land Use Management will evaluate the proposal for compliance with relevant City bylaws and policies and relevant provincial regulations, which include but is not limited to Agricultural Land Reserve Use, Subdivision and Procedure Regulation.</p> <p>2.5 Relevant technical comments will be incorporated into a staff report for consideration by the Director of Land</p>	<p>help in relation to the agricultural activities, including maps, as necessary.</p> <p>2.0 PROCESSING PROCEDURES A Full Time Farm Worker Housing Permit application submitted in accordance with this bylaw will be processed as follows:</p> <p>2.1 Upon receipt of an application package submitted to the City in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.</p> <p>2.2 Land Use Management will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant. One Window Staff will open a file only upon a complete submission package.</p> <p>2.3 Land Use Management will refer the application to all applicable City departments, government and external agencies.</p> <p>2.4 Land Use Management will evaluate the proposal for compliance with relevant City bylaws and policies and relevant provincial regulations, which include but is not limited to Agricultural Land Reserve Use, Subdivision and Procedure Regulation.</p> <p>2.5 Relevant technical comments will be incorporated into a staff report for consideration by the Director of Land Use Management.</p> <p>2.6 Land Use Management will notify the applicant in writing of the decision of the</p>	

SCHEDULE C - TA16-0016

Procedures Bylaw No. 10540 - DRAFT

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		<p>Use Management.</p> <p>2.6 Land Use Management will notify the applicant in writing of the decision of the Director of Land Use Management.</p> <p>2.7 If authorized for issuance by the Director of Land Use Management, staff will prepare the required Additional Dwelling for Farm Employee Permit, related schedules and required covenants for signature.</p>	<p>Director of Land Use Management.</p> <p>2.7 If authorized for issuance by the Director of Land Use Management, staff will prepare the required Full Time Farm Worker Housing Permit, related schedules, bonding and required covenants for signature.</p>	
12	Add 'Schedule '10' Applications for Temporary Farm Worker Housing Permits		<p>Schedule '10' Applications for Temporary Farm Worker Housing Permits Housing Permits.</p> <p>This information is meant as a general guide only and is not regarded as the right to development approval if the steps indicated are followed.</p> <p>1.0 DIRECT TEMPORARY FARM WORKER HOUSING PERMIT</p> <p>1.1 Restriction on Delegation. As a restriction on Section 2.3.4, the Director of Land Use Management may only issue or amend Temporary Farm Worker Housing Permits that meet the following criteria:</p> <ul style="list-style-type: none"> • The Permit is consistent with OCP DP Guidelines; • The Permit authorizes eight (8) or fewer sleeping units; and • No variances to the Zoning Bylaw are required. 	

SCHEDULE C - TA16-0016

Procedures Bylaw No. 10540 - DRAFT

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			<p>Applications not eligible for issuance or amendment by the Director of Land Use Management must be considered by Council.</p> <p>1.2 Direct Temporary Farm Worker Housing Permit</p> <p>a) APPLICATION REQUIREMENTS</p> <p>i) The following information listed in Schedule '1' of this bylaw will be required to accompany an application for a Direct Temporary Farm Worker Housing Permit under this bylaw:</p> <table><tr><td>(a) Application Form</td><td>(g) Photograph</td></tr><tr><td>(b) State of Title Certificate</td><td>(i) Site Plan</td></tr><tr><td>(c) Owner's Authorization form (if applicable)</td><td>(j) Floor Plan</td></tr><tr><td>(d) Site Profile or Site Profile Waiver</td><td>(k) Elevation Drawings</td></tr><tr><td>(f) Project Rationale</td><td>(m) Landscape</td></tr></table> <p>ii) Additional information may be required by the Director of Land Use Management to evaluate adequately and to issue or deny a Permit, in accordance with Section 2.4 of this bylaw.</p> <p>b) PROCESSING PROCEDURES</p> <p>A Direct Temporary Farm Worker Housing Permit application submitted in accordance with this bylaw will be processed as follows:</p> <p>i) Upon receipt of an application package submitted in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.</p> <p>ii) Land Use Management will review the application to determine whether it is complete and, if incomplete, will</p>	(a) Application Form	(g) Photograph	(b) State of Title Certificate	(i) Site Plan	(c) Owner's Authorization form (if applicable)	(j) Floor Plan	(d) Site Profile or Site Profile Waiver	(k) Elevation Drawings	(f) Project Rationale	(m) Landscape	
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SCHEDULE C - TA16-0016

Procedures Bylaw No. 10540 - DRAFT

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			<p>request the required information from the applicant. One Window Staff will open a file only once a complete package has been submitted.</p> <p>iii) Land Use Management will refer the application to all applicable City departments.</p> <p>iv) Land Use Management will evaluate the proposal for compliance with relevant City bylaws and policies.</p> <p>v) Relevant technical comments will be incorporated into a staff report for consideration by the Director of Land Use Management.</p> <p>vi) Land Use Management will notify the applicant in writing of the decision of the Director of Land Use Management.</p> <p>vii) If authorized for issuance by the Director of Land Use Management, staff will prepare the required Permit and related schedules for signature, and obtain the required Landscape Bonding, pursuant to Section 2.8 of this bylaw.</p> <p>viii) Upon sign-off of the Permit by the Director of Land Use Management and receipt of the related bonding, the Permit will be issued and then registered on the State of Title.</p> <p>2.0 TEMPORARY FARM WORKER HOUSING PERMIT</p> <p>2.1 APPLICATION REQUIREMENTS</p>	

SCHEDULE C - TA16-0016

Procedures Bylaw No. 10540 - DRAFT

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			<div>a)<div>The following information listed in Schedule '1' of this bylaw will be required to accompany an application for a Temporary Farm Worker Housing Permit under this Bylaw:</div><table><tr><td>(a) Application Form</td><td>(g) Photograph</td></tr><tr><td>(b) State of Title Certificate</td><td>(i) Site Plan</td></tr><tr><td>(c) Owner's Authorization form (if applicable)</td><td>(j) Floor Plans</td></tr><tr><td>(d) Site Profile or Site Profile Waiver</td><td>(k) Elevation Drawings</td></tr><tr><td>(f) Project Rationale</td><td>(m) Landscape</td></tr></table></div> <div>b)<div>Additional information may be required the Director of Land Use Management to evaluate adequately and to make a recommendation to Council concerning a Permit, in accordance with Section 2.4 of this bylaw.</div></div> <div>2.2 PROCESSING PROCEDURE</div> <div>A Temporary Farm Worker Housing Permit application submitted in accordance with this Bylaw will be processed as follows:</div> <div>a)<div>Upon receipt of an application package submitted in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.</div></div> <div>b)<div>Land Use Management will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant. Staff will open a file only</div></div>	(a) Application Form	(g) Photograph	(b) State of Title Certificate	(i) Site Plan	(c) Owner's Authorization form (if applicable)	(j) Floor Plans	(d) Site Profile or Site Profile Waiver	(k) Elevation Drawings	(f) Project Rationale	(m) Landscape	
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			<p>upon a complete submission package.</p> <p>c) Land Use Management will refer the application to all applicable City departments, and government and external agencies.</p> <p>d) Land Use Management will evaluate the proposal for compliance with relevant City bylaws and policies.</p> <p>e) The applicant will undertake the form(s) of public notification and consultation required in accordance with Section 4 of this bylaw</p> <p>f) Land Use Management will prepare a staff report and refer the application to the Agricultural Advisory Committee.</p> <p>g) The applicant is encouraged to attend the meeting of the Agricultural Advisory Committee at which the Permit application is being considered.</p> <p>h) Upon receipt of the recommendation of the Agricultural Advisory Committee and the comments of other referral agencies, Land Use Management staff will prepare a staff report and draft Permit for consideration by Council.</p> <p>i) Staff of the Office of the City Clerk will notify the applicant in writing of the decision of Council.</p> <p>j) If authorized for issuance by the Council, Land Use Management staff will prepare the required Permit and related schedules for signature, and obtain the required Bonding, pursuant to Section 2.8 of this bylaw.</p>	

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			k) Upon sign-off of the Permit by the Director of Land Use Management and receipt of the related bonding, the Permit will be issued and then registered	