

Considered at the June 15, 2021 Council Meeting

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City of Port Moody Report/Recommendation to Council

Date: May 7, 2021

Submitted by: Community Development Department – Development Planning Division

Subject: Development Approval Procedures Bylaw Update

Purpose

To present updates to the Development Approval Procedure Bylaw to allow for developer presentations at consideration of first reading. The Bylaw also includes housekeeping amendments and is accompanied by a Fees Bylaw amendment. (File: 13-6630-05)

Recommended Resolution(s)

THAT City of Port Moody Development Approval Procedures Bylaw, 2021, No. 3312 be read a first, second, and third time as recommended in the report dated May 7, 2021 from the Community Development Department – Development Planning Division regarding Development Approval Procedures Bylaw Update;

AND THAT City of Port Moody Fees Bylaw, 2020, No. 3278, Amendment Bylaw No. 3, 2021, No. 3313 be read a first, second, and third time.

Background

At the February 9, 2021 Council meeting, Council passed the following resolution:

RC21/076

THAT staff be directed to amend the Development Approval Procedures Bylaw to allow applicant presentations at consideration of first reading.

Recent early input options were added to the development review process. This includes a presentation by the applicant early in the process when the application is presented to Council. Presentations by applicants later in the process have been limited to a presentation given at the time of the Public Hearing. Occasionally, Council has requested clarifications from applicants by entering into a Committee of the Whole meeting during other Council meetings.

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Discussion

In addressing Council's direction, staff considered multiple options that would allow for developer presentations during Bylaw readings. After a careful review, staff recommend that developer presentation be allowed at Regular or Special Council meetings for first or second reading of a Bylaw. Applicants are already able to present at Public Hearings, after which third reading of a Bylaw is considered. This would simply add the option of a presentation to any Council meeting where first or second reading is being considered. This approach may lengthen Council meetings, but these presentations are best suited to meetings where first reading of a Bylaw is being considered.

Staff also recommend that, where a development permit, development variance permit, or temporary use permit does not accompany a Zoning or Official Community Plan (OCP) application, the applicant be able to make a presentation in support of their application.

The attached Draft Development Approval Procedure Bylaw (**Attachment 1**) includes provisions for receiving developer presentations at Regular or Special Council meetings during consideration of first or second reading of an OCP or Zoning Amendment Bylaw. The proposed Bylaw includes the provision for developer presentations in sections 7.7, 8.4, 9.4, and 10.4. Moreover, given Council suggestions regarding having the option to require additional public input, section 7.13 was added to provide Council with the option to request an additional information meeting from an applicant.

Housekeeping Amendments

As amendments to the Development Application Procedures Bylaw are being considered, staff recommend that the following housekeeping amendments also be considered:

- A. The Bylaw is proposed to be replaced in its entirety. This way, an overly complicated amendment Bylaw that would identify all editorial and minor changes could be avoided.
- B. Section 11.1 regarding inactive applications was updated and expanded to provide clearer direction for applicants and staff. It requires (as before) that applicants maintain the application active by not allowing the file to go dormant for more than a year. The added language more clearly states that all outstanding application materials must be submitted within an 18-month period. This section pertains specifically to applications before or at first or second reading of a Bylaw. Sections 11.2 through to 11.5 add provisions for applications that received third reading but have not successfully met all the requirements to move forward to Bylaw adoption. The added sections provide up to three years to address requirements for Council consideration of Bylaw adoption if all possible extensions are requested.
- C. Section 13 regarding restrictions on extensions or re-application was expanded to provide greater clarity for cases where a Bylaw is denied a reading. In addition to the existing section 13.1, which requires closing of the file, sections 13.2 and 13.3 now provide guidance for the cases where Council waived the six-month waiting period. Section 13.2 allows for an extension of the application if first or second reading was denied and Council waived the waiting period. Section 13.3 clarifies that if a Bylaw reading is denied third reading or adoption with the waiting period waived, the file will be closed but a new application may be submitted at any time.

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Other Option(s)

Council may provide alternative direction to amend the current proposed Bylaws.

Financial Implications

The accompanying Fees Bylaw amendment was updated by including an Extension Fee of 50% of the regular application fee. This new fee is identified in section 13.2 of the proposed Development Application Procedures Bylaw.

Communications and Civic Engagement Initiatives

Once adopted, staff would update website and brochure information to communicate the changes to applicants and interested members of the public.

Council Strategic Plan Objectives

The Bylaw updates and clarifications support the strategic priority of Exceptional Service. It is hoped that the changes will clarify the City's process throughout the development application review, and would reduce uncertainty for situations where Bylaw readings are not successful. Encouraging applications to remain active and complete outstanding requirements within a reasonable but limited time frame would help avoid extra cost and time for applicants and for the City related to overly long and inconclusive application processes.

Attachment(s)

1. City of Port Moody Development Approval Procedures Bylaw, 2021, No. 3312.
2. City of Port Moody Fees Bylaw, 2020, No. 3278, Amendment Bylaw No. 3, 2021, No. 3313.

Report Author

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City Planner

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Report Approval Details

Document Title:	Development Approval Procedures Bylaw Update.docx
Attachments:	- Attachment 1 - City of Port Moody Development Approval Procedure Bylaw No. 3312.pdf - Attachment 2 - City of Port Moody Fees Bylaw, 2020, No. 3278, Amendment Bylaw No. 3, 2021, No. 3313.pdf
Final Approval Date:	May 17, 2021

This report and all of its attachments were approved and signed as outlined below:

Kate Zanon, General Manager of Community Development - May 13, 2021 - 8:36 AM

Dorothy Shermer, Corporate Officer - May 13, 2021 - 12:39 PM

Rosemary Lodge, Manager of Communications and Engagement - May 13, 2021 - 3:54 PM

Paul Rockwood, General Manager of Finance and Technology - May 16, 2021 - 7:37 PM

Tim Savoie, City Manager - May 17, 2021 - 10:59 AM

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City of Port Moody

Bylaw No. 3312

A Bylaw to establish procedures for the processing of Land Development Applications.

WHEREAS the Municipal Council shall, by bylaw, define procedures under which an owner of land may apply for amendment to an official community plan, zoning bylaw, or for the issuance of a permit pursuant to Part 26 of the *Local Government Act*;

NOW THEREFORE, the Council of the City of Port Moody enacts as follows:

1. Citation

- 1.1 This Bylaw may be cited as “City of Port Moody Development Approval Procedures Bylaw, 2021, No. 3312”.

2. Repeal

- 2.1 City of Port Moody Development Approval Procedures Bylaw, 2011, No. 2918 and all amendments thereto are hereby repealed.

3. Interpretation

- 3.1 In this Bylaw, unless the context requires otherwise:

“Application” means an Application for an Official Community Plan, Zoning Bylaw, or Land Use Contract amendment, or an Application for a Development Permit, Development Variance Permit, or Temporary Commercial or Industrial Use Permit;

“Application Form” means a form provided by the City for purposes of applying for an Official Community Plan, Zoning Bylaw, or Land Use Contract amendment, or an Application for a Development Permit, Development Variance Permit, or Temporary Commercial or Industrial Use Permit;

“Bylaw Amendment” means an amendment to the Official Community Plan, Zoning Bylaw, or Land Use Contract made pursuant to an Application under this Bylaw; and

“Pre-application” means an Application specifically for initial review of a tentative proposal by staff and or by Council in order to provide guidance for the preparation of an Application.

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4. Scope

4.1 This Bylaw shall apply to:

- a) a preliminary review through a Pre-application for a possible Official Community Plan, Zoning Bylaw, or Land Use Contract amendment;
- b) an amendment to:
 - i) the Official Community Plan;
 - ii) the Zoning Bylaw; or
 - iii) a Land Use Contract; and
- c) the issuance of a permit, including:
 - i) a Development Permit;
 - ii) a Development Variance Permit; and
 - iii) a Temporary Commercial Use or Temporary Industrial Use Permit.

5. Filing of Application and Supporting Material

5.1 A complete Application shall be:

- a) made through a fully completed Application Form, including required attachments signed by the applicant and the registered owner(s) of the lot or lots affected;
- b) accompanied by the appropriate Application fee prescribed under the current Fees Bylaw; and
- c) accompanied by such other information as is required by the City to evaluate the Application.

6. Procedures for Pre-application Review

Review

- 6.1 Depending on the particulars of the Pre-application, it may be referred to other City staff and applicable external agencies by the General Manager of Community Development or designate for review and comments.
- 6.2 Under the direction of the General Manager of Community Development or designate, staff shall provide a summary to Council advising on the analysis of the Pre-application review.

Council Input

- 6.3 The applicant of a Pre-application has the option to present the tentative proposal to Council for information.

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7. Procedures for Processing Official Community Plan, Zoning Bylaw, and Land Use Contract Amendment Applications

Review

- 7.1 Depending on the particulars of the Application, it may be referred to other City staff and applicable external agencies by the General Manager of Community Development or designate for review and comments.
- 7.2 Under the direction of the General Manager of Community Development or designate, upon receipt of a complete Application, staff shall refer the Application to the Land Use Committee for review prior to consideration by Council.
- 7.3 Under the direction of the General Manager of Community Development or designate, staff shall prepare a report to Council for early input following the first staff review advising on the merits of the Application and include input received from the Land Use Committee.
- 7.4 Under the direction of the General Manager of Community Development or designate, staff shall prepare a report to Council to consider the Application and Bylaw(s) once the applicant has responded to the items identified in the staff review process, comments from the Land Use Committee, and comments from Council during early input. From time to time, staff may bring an Application forward for Council consideration at the request of an applicant even though all of the items identified by staff in the review process have not been addressed. In these circumstances, the staff recommendation will reflect the outstanding staff concerns.
- 7.5 Notwithstanding sections 7.2 and 7.3, RS1-S (Small Lot) rezoning applications are not referred to the Land Use Committee and are not forwarded to Council for early input.

Council Consideration of Bylaws

- 7.6 Staff shall present a staff review and recommendations regarding the Bylaw(s) to Council outlining the applicant request, surrounding land use context, adherence to City policies and regulations, and any other applicable information to assist Council in considering the Application.
- 7.7 Following the staff presentation, the applicant will be allowed five (5) minutes to present their Application to Council at first and/or second reading of the amending Bylaw consideration.
- 7.8 Council may, upon receiving the staff report and presentations regarding the subject Application:
 - a) give reading(s) to a Bylaw Amendment;
 - b) give reading(s) to a Bylaw Amendment and request changes to the proposal prior to further readings;

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- c) identify conditions or outline requested changes to the Application while deferring Bylaw readings until the requested conditions or changes are addressed; or
 - d) refuse the Application by defeating the Bylaw(s).
- 7.9 Where Council gives second reading to a Bylaw Amendment pursuant to an Application, it will also consider referral of the Bylaw to a Public Hearing.
- 7.10 After the Public Hearing, Council will consider giving third reading to a Bylaw Amendment. Staff will advise Council of any steps to be taken prior to Council consideration of adoption of the Bylaw Amendment, if necessary.

Consultation

- 7.11 For OCP Amendments, Council delegates to the General Manager of Community Development or designate the duty to consider and provide, if necessary, early and ongoing consultation with persons, organizations, and authorities as required under the *Local Government Act*.
- 7.12 Prior to proceeding to Council with the proposed Bylaw Amendment, the applicant will be required to conduct a consultation process on the Application in accordance with Corporate Policy – 13-6410-01 – Public and Stakeholder Consultation for Major Development Projects or Area Plans.
- 7.13 For major projects as defined in Corporate Policy – 13-6410-01 – Public and Stakeholder Consultation for Major Development Projects or Area Plans, Council may identify the need for an additional public information meeting by the applicant between first and second readings.
- 7.14 Public input at the community information meetings referred to in sections 7.12 and 7.13 must be recorded in accordance with Corporate Policy – 13-6410-01 – Public and Stakeholder Consultation for Major Development Projects or Area Plans.

Notification

- 7.15 The City will ensure that a notice is posted on the subject land(s):
- a) no later than two (2) weeks after submission of a complete development Application;
 - b) that is amended to include the meeting information with respect to the Public Hearing on the posted notice not less than ten (10) days prior to the Public Hearing;
 - c) in a manner that is highly visible from a public road adjoining the land;
 - d) in accordance with the size, form, and content specified in Schedule A to this Bylaw; and
 - e) where more than once parcel of land is involved in the Application and the parcels are contiguous, a single notice may be posted providing that it clearly

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shows all the parcels of land that form part of the Application and specifies how each is affected by the Application.

- 7.16 Notice of Public Hearing shall be published and mailed or otherwise delivered in accordance with the *Local Government Act*.
- 7.17 The notice sign may be removed after completion of the Public Hearing, once an Application has been withdrawn, or once the Application is deemed inactive by the General Manager of Community Development or designate.

8. Procedures for Processing Development Permit and Development Authorization Applications

Review

- 8.1 Under the direction of the General Manager of Community Development or designate, upon receipt of a complete Application for a Development Permit or for a development authorization in the City's 215A and 286 development authorization areas, staff shall refer the Application to the Advisory Design Panel. Depending on the particulars of the Application, the Application may be referred to other City staff and applicable external agencies for review and comment by the General Manager of Community Development or designate.

Council Consideration

- 8.2 Except where the consideration of a Development Permit has been delegated, under the direction of the General Manager of Community Development or designate, staff shall prepare a report for Council advising on the Application, and include any input from the Advisory Design Panel.
- 8.3 Staff shall present a staff review of the Application to Council outlining the applicant request, surrounding land use context, adherence to City policies and regulations, and any other applicable information to assist Council in considering the Application.
- 8.4 Where the Development Permit Application is not accompanied by an OCP or Zoning Application, following the staff presentation, the applicant will be allowed five (5) minutes to present their Application to Council.
- 8.5 Council may by resolution, upon receiving the staff report and presentations regarding the subject Development Permit or development authorization Application:
 - a) authorize issuance of the permit;
 - b) authorize issuance of the permit subject to conditions or requested changes;
 - c) outline requested changes to the permit while deferring permit authorization or approval; or
 - d) refuse issuance of the permit.

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- 8.6 Where a Development Permit is refused by Council, a new Application may be submitted for Council's consideration without a waiting period.

Consultation

- 8.7 If the Development Permit is not accompanied by an OCP or Zoning Application, prior to consideration of issuance of a Development Permit or development authorization by Council, the applicant will be required to conduct one (1) or more community information meetings on the Application, preferably within the same neighbourhood as the proposed Application, in accordance with Corporate Policy – 13-6410-01 – Public and Stakeholder Consultation for Major Development Projects or Area Plans, or if the General Manager of Community Development or designate anticipates the project will have potential significance.

9. Procedures for Processing Development Variance Permit Applications

Review

- 9.1 An Application for a Development Variance Permit, depending on the particulars of the Application, may be referred by the General Manager of Community Development or designate to other City staff and to applicable external agencies for review.

Council Consideration

- 9.2 Under the direction of the General Manager of Community Development or designate, staff shall prepare a report for Council advising on the Application.
- 9.3 Staff shall present a staff review of the Application to Council outlining the applicant request, surrounding land use context, adherence to City policies and regulations, and any other applicable information to assist Council in considering the Application.
- 9.4 Where the Development Variance Permit application is not accompanied by an OCP or Zoning Application, following the staff presentation, the applicant will be allowed five (5) minutes to present their Application to Council.
- 9.5 Council may by resolution, upon receiving the staff report and presentations regarding the subject Development Variance Permit Application:
- a) authorize issuance of the permit;
 - b) authorize issuance of the permit subject to conditions or requested changes;
 - c) outline requested changes to the permit while deferring permit authorization or approval; or
 - d) refuse issuance of the permit.
- 9.6 Where a Development Variance Permit is refused by Council, a new Application may be submitted for Council's consideration without a waiting period.

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Notification

- 9.7 The City shall mail or otherwise deliver notice of when it proposes to pass a resolution to issue a permit under this section in accordance with the *Local Government Act*.

10. Procedures for Processing Temporary Commercial and Industrial Use Permit Applications

Review

- 10.1 An Application for a Temporary Use Permit, depending on the particulars of the Application, may be referred by the General Manager of Community Development or designate to other City staff and to applicable external agencies for review.

Council Consideration

- 10.2 Under the direction of the General Manager of Community Development or designate, staff shall prepare a report to Council advising on the Application.
- 10.3 Staff shall present a staff review of the Application to Council outlining the applicant request, surrounding land use context, adherence to City policies and regulations, and any other applicable information to assist Council in considering the Application.
- 10.4 Following the staff presentation, the applicant will be allowed five (5) minutes to present their Application to Council during the permit consideration.
- 10.5 Council may by resolution, upon receiving the staff report and presentations regarding the subject Temporary Commercial or Industrial Use Permit Application:
- a) authorize issuance of the permit;
 - b) authorize issuance of the permit subject to conditions or requested changes;
 - c) outline requested changes to the permit while deferring permit authorization or approval; or
 - d) refuse issuance of the permit.

Notification

- 10.6 The City will ensure a notice is posted on the subject land(s):
- a) no later than two (2) weeks after submission of a complete development application;
 - b) in a manner visible from a public road adjoining the land;
 - c) in accordance with the size, form, and content specified in Schedule A to this Bylaw; and

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d) where more than one (1) parcel of land is involved in the Application and the parcels are contiguous, a single notice may be posted providing that it clearly shows all the parcels of land that form part of the Application and specifies how each is affected by the Application.

10.7 Notice of Public Hearing shall be published and mailed or otherwise delivered in accordance with the *Local Government Act*.

10.8 The notice sign may be removed after completion of the Public Hearing, once an Application has been withdrawn, or once the Application is deemed inactive by the General Manager of Community Development or designate.

Term

10.9 The owner of land in respect of which a Temporary Use Permit has been issued has the right to put the land to the use described in the permit until the date that the permit expires as approved by Council, for a term not to exceed three (3) years.

Renewal

10.10 An applicant to whom a Temporary Use Permit has been issued may apply in writing to have the permit renewed for the same use for a specified term not exceeding three (3) years.

10.11 A permit issued under this section may be renewed only once.

11. Inactive Applications

11.1 Where no (re-)submission of required Application materials has been made by the applicant on an Application file for any one (1)-year period, and no response to the notice of closing the Application file has been received, the Application file will be closed and any subsequent consideration of the proposal will require a new Application. If the applicant responds in writing that they wish their Application to remain active, they will be provided an additional six (6) months to submit all outstanding Application materials. If no complete submissions are provided in that time period, the file will be closed and any subsequent consideration of the proposal will require a new Application.

11.2 OCP amendment and/or Zoning Bylaw amendments that have received third reading are required to return to Council for consideration of Bylaw adoption within one (1) year of the date of third reading, and where the Bylaw(s) are not adopted within one (1) year, and no response to the notice of closing the Application file has been received, the Application file will be closed and any subsequent consideration of the proposal will require a new Application.

11.3 Notwithstanding section 11.2 of this Bylaw, upon written request by the applicant, the General Manager of Community Development or designate may allow an additional one (1)-year period between third reading and final adoption for the Bylaws to return to Council for consideration of adoption.

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- 11.4 Notwithstanding sections 11.2 and 11.3 of this Bylaw, upon written request by the applicant, Council may by resolution allow for an additional one (1)-year period between third reading and final adoption for the Bylaws to return to Council for consideration of adoption.
- 11.5 Where extensions under sections 11.3 and 11.4 have been granted and where the Bylaw(s) are not adopted within three (3) years following third reading, the Application file shall be closed and any subsequent consideration of the proposal will require a new Application.
- 11.6 The applicant shall be notified in writing and allowed thirty (30) days to respond prior to the City applying any of the provisions in this section to the Application file.

12. Notification Areas

- 12.1 For the purposes of providing notice as required of Applications for a Bylaw amendment or issuance of a permit under this Bylaw, the notification area shall be to all owners and tenants in occupation of each parcel of land which is the subject of the proposed Bylaw and to all registered owners of property and tenants in occupation of property within one hundred and forty metres (140m) (459.3ft) of the perimeter boundary of the parcel.

13. Restrictions on Extension of Re-application

- 13.1 Where an Application for OCP amendment, Zoning Bylaw amendment, or Temporary Use Permit is refused by Council, the Application file shall be closed and no Application for the same Bylaw amendment or permit shall be considered by Council for a period of six (6) months from the date of consideration of the previous Application, subject to the *Local Government Act*.
- 13.2 Notwithstanding section 13.1, if a Bylaw reading for an OCP amendment or Zoning Bylaw amendment is defeated at first or second reading, and Council has waived the waiting period under section 13.1, the Application review process may be extended subject to the applicant paying an extension fee under the Fees Bylaw.
- 13.3 If a Bylaw reading for OCP amendment or Zoning Bylaw amendment is defeated at third reading or adoption and Council has waived the waiting period under section 13.1, the Application file will be closed, and a new Application may be submitted at any time with the payment of all applicable fees.

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14. Security

- 14.1 Prior to the issuance of a Development Permit, Development Variance Permit, or Temporary Use Permit, the applicant may be required to deposit a security in a form acceptable to the City to guarantee performance of the terms of the permit.

15. Irregularity

- 15.1 The failure of Council or a Committee to observe the provisions of this Bylaw does not affect the validity of resolutions passed or Bylaws enacted by Council.

16. Attachments and Schedules

- 16.1 The following schedule is attached to and forms part of this Bylaw:
- Schedule A – Notification Sign Requirements.

17. Severability

- 17.1 If a portion of this Bylaw is found invalid by a court, it will be severed and the remainder of the Bylaw will remain in effect.

Read a first time this ___ day of ____, 2021.

Read a second time this ___ day of ____, 2021.

Read a third time this ___ day of ____, 2021.

Adopted this ___ day of ____, 2021.

R. Vagramov
Mayor

D. Shermer
Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. 3312 of the City of Port Moody.

D. Shermer
Corporate Officer

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Schedule A

Notification Sign Requirements

The notice shall contain the following information:

- type of application(s);
- address or legal description of the property;
- name, address, and contact information of applicant or agent;
- description of proposed development;
- context map with the subject property identified;
- date (estimate) of open house or information meetings (to be added or updated when known);
- date of Public Hearing (to be added in high visibility colour once set);
- e-mail address for providing comments to Council;
- contact information of the Community Development Department;
- City of Port Moody logo; and
- date application received.

The notice(s) shall have sufficient dimensions, and shall be located in a highly visible location, to the satisfaction of the General Manager of Community Development.

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City of Port Moody

Bylaw No. 3313

A Bylaw to amend the Fees Bylaw to update Planning and Development Fees.

The Council of the City of Port Moody enacts as follows:

1. Citation

- 1.1 This Bylaw may be cited as “City of Port Moody Fees Bylaw, 2020, No. 3278, Amendment Bylaw No. 3, 2021, No. 3313”.

2. Amendments

- 2.1 City of Port Moody Fees Bylaw, 2020, No. 3278 is amended by replacing the Planning and Development Fees in Schedule “A” with the Planning and Developments Fees in “Schedule A – Planning and Development Fees” attached to and forming part of this Bylaw.

3. Attachments and Schedules

- 3.1 The following schedule is attached to and forms part of this Bylaw:
 - Schedule A – Planning and Development Fees

4. Severability

- 4.1 If a portion of this Bylaw is found invalid by a court, it will be severed and the remainder of the Bylaw will remain in effect.

Read a first time this ___ day of ____, 20__.

Read a second time this ___ day of ____, 20__.

Read a third time this ___ day of ____, 20__.

Adopted this ___ day of ____, 20__.

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R. Vagramov
Mayor

D. Shermer
Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. 3313 of the City of Port Moody.

D. Shermer
Corporate Officer

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Schedule A – Planning and Development Fees

Planning and Development

Planning and Development Miscellaneous		\$
Printing of Heritage Register		50.00
Address Changes (where possible)		525.00
Comfort letters related to zoning, building requirements, and other matters related to building or property use, including Fire Department records		357.00
Contaminated Site Profile Reviews		91.00
Restrictive Covenant Preparations or Modification (exclusive of legal and survey costs)		At cost
Discharge processing of Restrictive covenants		325.00
Liquor Licence Application or Amendment – Staff Review Only		51.00
Liquor Licence Application or Amendment – Report to Council		132.00
Liquor Licence Application or Amendment – Processing Fee		2,270.00
Staff Attendance at Developer Information Meetings		242.00
Development Application Signs		At cost
Public Hearing Refund		1,050.00
Additional Public Hearing Fee		1,050.00
Street Name Changes (not on approved list)		442.00
Survey Certificate (copies)		27.00
Board of Variance Applications		510.00
Miscellaneous Bylaws or Documents per page		2.10
Land Title Searches		34.00
Digital Transfer of Documents or Plans		25.00
Scan Document Reproduction Fees (plans per text page)		7.30
Plans – first page (full size)		35.00
Subsequent pages		16.50
Architectural Review Fee, per review (for OCP, Zoning, Land Use Contract and form and character Development Permit, Heritage Alteration Permits)		\$102 per proposed residential unit up to a maximum of \$1,200
Landscape Review Fee, per review (for OCP, Zoning, Land Use Contract and form and character Development Permit, Heritage Alteration Permits)		\$102 per proposed residential unit up to a maximum of \$1,200
Scanning Fee – Rezoning, Land Use Contract Amendments, OCP Amendments, Development Permits, Temporary Use Permits, Subdivisions		204.00

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Schedule A – Planning and Development Fees Planning and Development

Tree Removal Permits		\$
Tree Removal Permit (for single-family residential)		220.00
Tree Removal Permit (all categories other than single-family residential)		589.00
Tree Replacement Security (per tree)		612.00
Tree Removal Review		115.00
Planning Miscellaneous		\$
Temporary Use Permit		4,070.00
Site Alteration Permit		547.00 + 0.50 per m ³
Wireless Communication Facility Proposal Review		4,733.00
Property Information Requests		
	Under ½ hour	56.00
	For every additional hour	112.00
Pre-application Review		1,020.00
Heritage Applications		\$
Heritage Revitalization Agreement		5,916.00
Heritage Alteration Permit		
	Council Authorized	3,284.00
	Staff Authorized	483.00
Heritage Revitalization Tax Exemption Applications		
	Heritage Register Properties	110.00
	Non-Heritage Register Properties	567.00
OCP Amendment Applications		\$
OCP Amendment	Base Fee	5,192.00
	Plus	90.00/100m ² of gross site area
OCP Amendment (when applied for in connection with a Rezoning or Land Use Contract Amendment)	Base Fee	1,570.00
	Plus	90.00/100m ² of gross site area
Regional Growth Strategy Amendment		4,500.00
Extension Fee (if bylaw defeated at first or second reading, and waiting period waived)		50% of the full application fee
Rezoning, LUC Amendment Applications		\$
	Base Fee	5,192.00
	Plus	
Residential Use		90.00/unit
Commercial Use, Industrial Use, Institutional Use		90.00/100m ² Gross Floor Area
Zoning Bylaw Text Amendment		5,192.00
Extension Fee (if bylaw defeated at first or second reading, and waiting period waived)		50% of the full application fee

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Schedule A – Planning and Development Fees Planning and Development

Development Permit, Development Variance Permit		\$
Minor Amendment to a Development Permit or Minor Development Permit		547.00
Minor Development Permit – Environmentally Sensitive Areas, Hazardous Lands (1 single-family lot)		547.00
Development Permit – Environmentally Sensitive Areas, Hazardous Lands (more than 1 single-family residential lot)		4,274.00
Form and Character Development Permits:		\$
Base Fee:		4,274.00
Plus:		
Residential Use		90.00/unit
Commercial Use, Industrial Use, Institutional Use		90.00/100 m ² Gross Floor Area
Development Variance Permit		3,091.00
Minor Development Permit Application Fee for Intensive Residential Development (RS1-S)		547.00
Subdivision Applications		\$
Fee Simple Subdivisions (Base Fee)		3,315.00
		plus 173.00 for each new lot
Bare Land Strata Subdivision (Base Fee)		3,315.00
		plus 173.00 for each new lot
Lot Line Adjustment/Lot Consolidation (no new titles created)		483.00
Air Space Parcel Subdivision (Base Fee)		3,315.00
		plus 173.00 for each new lot
Legal Review of Air Space Parcel Subdivision		At cost
Phased Strata Plan Approval		500.00
Non Phased Strata Plan City Covenant Sign Off		252.00
Form P Approval/Amendment		504.00
Strata Title Conversions		2,732.00
Preliminary Layout Review Extension Request		252.00

Considered at the June 15, 2021 Council Meeting

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Schedule A – Planning and Development Fees Planning and Development

Pre-Construction Review and Inspection Fees	
Prior to construction, for Development Permit, Development Variance Permit, Development Authorization, Subdivision, or Building Permit applications as applicable, the following Fees are payable:	
Off-Site Engineering Review and Inspection Fee (Section 215A AND elsewhere in the City)	4% of estimated construction costs <i>(at time of Servicing Agreement)</i>
On-Site Engineering Review Fee	2% of estimated on-site construction costs <i>(at time of Servicing Agreement)</i>
Landscaping Review and Inspection Fee	4% of estimated off-site construction costs 2% of estimated on-site construction costs <i>(at time of Building Permit)</i>
Environmental Compensation/Enhancement Review and Inspection Fee	2% of estimated on-site construction costs <i>(at time of Development Permit)</i>
Environmental Compensation/Enhancement Review and Inspection Fee	4% of estimated off-site construction costs <i>(at time of Development Permit)</i>