

Considered at November 15, 2022 Special Council Meeting

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Memorandum

Date: November 10, 2022
Submitted by: Community Development Department – Development Planning Division
Subject: Proposed Amendments to Development Approval Procedures Bylaw, 2021, No. 3312

The current Development Approval Procedures Bylaw No. 3312 includes requirements for applications to be referred to the Land Use Committee and the Advisory Design Panel for review and that for the input from these advisory bodies to be included in a report to Council advising on the application.

The current Bylaw requirements do not allow for scenarios when a meeting cannot be held (eg: no quorum at regularly scheduled), potentially adding unexpected delays to the development application approval process. To address such situations, staff recommend changes to the Development Approval Procedures Bylaw that would give the General Manager of Community Development some flexibility in referring applications to these committees.

THAT Development Approval Procedures Bylaw Amendment Bylaw No. 1, 2022, No. 3387 be given first, second and third readings as recommended in the memo dated November 10, 2022 from the Community Development Department – Development Planning Division regarding Proposed Amendments to Development Approval Procedures Bylaw, 2021, No. 3312.

Attachment(s)

1. Proposed Development Approval Procedures Bylaw Amendment Bylaw No. 1, 2022, No. 3387

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Report Approval Details

Document Title:	Proposed Amendments to Development Approval Procedures Bylaw, 2021, No. 3312.docx
Attachments:	- Attachment 1 - Proposed Development Approval Procedures Bylaw Amendment Bylaw No. 1, 2022, No. 3387.pdf
Final Approval Date:	Nov 10, 2022

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

Paul Rockwood for Tim Savoie, City Manager - Nov 10, 2022 - 4:36 PM

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City of Port Moody

Bylaw No. 3387

A Bylaw to amend City of Port Moody Development Approval Procedures Bylaw, 2021, No. 3312.

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, Amendment Bylaw No. 1, 2022, No. 3387”

2. Amendments

- 2.1 City of Port Moody Development Approval Procedures Bylaw, 2021, No. 3312 is amended by replacing sections 7.2, 7.3 and 7.4:
 - “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.”

with the following:

- “7.2 Under the direction of the General Manager of Community Development or designate, upon receipt of a complete Application, staff **may** refer the Application to the Land Use Committee for review prior to consideration by Council.

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- 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 **any** 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, **any** 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.”

3. City of Port Moody Development Approval Procedures Bylaw, 2021, No. 3312 is further amended by replacing section 8.1:

- “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.”

with the following:

- “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 **may** 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.”

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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M. Lahti
Mayor

S. Lam
City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3387 of the City of Port Moody.

S. Lam
City Clerk