

**City of Coquitlam Development Procedures Bylaw No. 4068, 2009**

**Consolidated with amendments in Bylaws:**

**(1) 4170, 2010; (2) 4534, 2015; (3) 4963, 2019; (4) 4999, 2019; (5) 5152, 2021;  
(6) 5346, 2023; (7) 5365, 2024; (8) 5352, 2024; (9) 5450, 2025; (10) 5468, 2025**

A Bylaw to establish development procedures.

WHEREAS, Council wishes to enact a bylaw governing development procedures in the City of Coquitlam.

NOW THEREFORE, the Municipal Council of the City of Coquitlam in open meeting assembled, ENACTS AS FOLLOWS:

**PART ONE: NAME OF BYLAW**

1.1 This Bylaw may be cited as the "City of Coquitlam Development Procedures Bylaw No. 4068, 2009".

**PART TWO: INTERPRETATION**

2.1 In this Bylaw, unless the context requires otherwise:

**Agricultural Land Commission Act** means the *Agricultural Land Commission Act*, S.B.C. 2002, c. 36, as amended or superseded from time to time.

**Application** means an application for an Official Community Plan or Zoning Bylaw amendment, or an application for a Development Permit, Watercourse Protection Development Permit, Development Variance Permit, Temporary Use Permit, Subdivision, Heritage Revitalization Agreement or Heritage Alteration Permit.

**Application Form** means a form provided by the City for purposes of applying for an amendment to the Official Community Plan or Zoning Bylaw, or an application for a Development Permit, Watercourse Protection Development Permit, Development Variance Permit, Temporary Use Permit, Subdivision, Heritage Revitalization Agreement, or Heritage Alteration Permit.

**Bylaw Amendment** means an amendment to the Official Community Plan or Zoning Bylaw made pursuant to an application under this bylaw.

**City** means the City of Coquitlam.

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| <b>City Clerk</b>                                   | means the municipal employee appointed as the officer responsible for corporate administration in accordance with Sections 146 and 148 of the <i>Community Charter</i> , or designate. |
| <b>Community Charter</b>                            | means the <i>Community Charter</i> , S.B.C. 2003, c. 26, as amended or superseded from time to time.   |
| <b>Council</b>                                      | means the governing and executive body of the City of Coquitlam as provided under the <i>Community Charter</i> .   |
| <b>Fees and Charges Bylaw</b>                       | means the City of Coquitlam Fees and Charges Bylaw No. 4005, 2009, as amended or superseded from time to time.   |
| <b>General Manager Engineering and Public Works</b> | means the General Manager Engineering and Public Works appointed by Council from time to time, or designate.   |
| <b>General Manager Planning and Development</b>     | means the General Manager Planning and Development appointed by Council from time to time, or designate.   |
| <b>Heritage Conservation Act</b>                    | means the <i>Heritage Conservation Act</i> , R.S.B.C. 1996, c. 187, as amended or superseded from time to time.  |
| <b>Land Title Act</b>                               | means the <i>Land Title Act</i> , R.S.B.C. 1996, c. 250, as amended or superseded from time to time.   |
| <b>Land Title Notice</b>                            | means a notice required to be filed in the land title office under the <i>Local Government Act</i> or <i>Community Charter</i> .   |
| <b>Local Government Act</b>                         | means the <i>Local Government Act</i> , R.S.B.C. 2015, c. 1, as amended or superseded from time to time.   |
| <b>Official Community Plan</b>                      | means the City of Coquitlam Citywide Official Community Plan Bylaw No. 3479, 2001, as amended or superseded from time to time.   |
| <b>Public Notice Bylaw</b>                          | means the Public Notice Bylaw No. 5334, 2023, as amended or superseded from time to time.  |
| <b>Sign Bylaw</b>                                   | means the City of Coquitlam Sign Bylaw No. 3873, 2008, as amended or superseded from time to time.   |

**Strata Property Act** means the *Strata Property Act*, S.B.C. 1998, c. 43, as amended or superseded from time to time.

**Subdivision and Development Servicing Bylaw** means the City of Coquitlam Subdivision and Development Servicing Bylaw No. 3558, 2003, as amended or superseded from time to time.

**Transportation Act** means the *Transportation Act*, S.B.C. 2004, c. 44, as amended or superseded from time to time.

**Zoning Bylaw** means the City of Coquitlam Zoning Bylaw No. 3000, 1996 as amended or superseded from time to time.

## **PART THREE: OFFICIAL COMMUNITY PLAN AND ZONING BYLAW AMENDMENT PROCEDURES**

### **3.1 Application**

An Application for an amendment to the Official Community Plan or the Zoning Bylaw shall be:

- (a) made through a fully completed Application Form signed by the applicant and the registered owners of the lot or lots affected;
- (b) accompanied by the appropriate Application fee as provided in the then current Fees and Charges Bylaw; and
- (c) accompanied by such other information as is required by the City to evaluate the Application.

### **3.2 Review**

Where an Application to amend the Official Community Plan or Zoning Bylaw has been made in conformance with this bylaw, the General Manager Planning and Development, shall prepare a report to Council advising on the merits of the Application.

### **3.3 Consultation**

#### **3.3.1 Delegation**

Pursuant to s. 154(1)(b) of the *Community Charter*, Council delegates to the General Manager Planning and Development, the duty of Council under s. 475 of the *Local Government Act* to consider and provide, if necessary, opportunities for early and ongoing consulting with persons, organizations and authorities.

### **3.4 Council Consideration**

Council may, upon receiving the report of the General Manager Planning and Development:

- (a) unless a public hearing is prohibited, or not required by Council, under section 464 of the *Local Government Act*, give first reading to a Bylaw Amendment and refer the bylaw to a public hearing;
- (b) if a public hearing is prohibited, or not required by Council:
  - (i) give first, second, and third readings to a Bylaw Amendment, or
  - (ii) give first, second, and third readings to a Bylaw Amendment, and consider final adoption;
  - (iii) refer the Application back to staff with direction;
  - (iv) defer the Application; or
  - (v) decline the Application.

### **3.5 Deleted**

#### **3.5.1 Required Notification**

3.5.1.1 Not less than 10 days prior to the date of a public hearing, or the date of first reading of a Bylaw Amendment if a public hearing is prohibited or not required by Council, notice shall be mailed or otherwise delivered to:

- (a) the owners and any tenants in occupation of all lots which are the subject of the Bylaw Amendment; and
- (b) the owners and any tenants in occupation of all lots within 100 m from the land(s) that is the subject of the Bylaw Amendment.

3.5.1.2 The above notification is not required if ten (10) or more parcels owned by ten (10) or more persons are the subject of a Bylaw Amendment.

3.5.1.3 The City Clerk shall provide notices in accordance with the *Local Government Act* and the Public Notice Bylaw.

#### **3.5.2 Additional Notification**

3.5.2.1 The City Clerk, in consultation with the General Manager Planning and Development, will prepare and distribute the agenda for the Public Hearing.

3.5.2.2 The City Clerk, in consultation with the General Manager Planning and Development, may arrange for the posting of signs on the properties that are the subject of the Bylaw Amendment. Signs will not be posted in cases where the bylaw alteration impacts ten (10) or more parcels owned by ten (10) or more persons.

3.5.2.3 In instances where there is a request that the notification process be varied to provide additional notification, a resolution of Council is required.

### **3.6 Council Consideration after Public Hearing and Third Reading**

3.6.1 After the public hearing has been closed, Council will consider the Bylaw Amendment, and may:

- (a) give second or third reading, or both, to the Bylaw Amendment;
- (b) give second and third readings, and consider final adoption of the Bylaw Amendment;
- (c) amend the bylaw; and
  - (i) give second or third reading, or both;
  - (ii) give second and third readings, and consider final adoption of the bylaw;
- (d) decline to give any further reading to the Bylaw Amendment, therefore declining the Application;
- (e) defer the Bylaw Amendment; or
- (f) refer the Bylaw Amendment back to staff, with direction.

3.6.2 After Council has given third reading to a Bylaw Amendment, the General Manager Planning and Development, or designate, will:

- (a) refer the Bylaw Amendment to the Ministry of Transportation where approval is required under s. 505 of the *Local Government Act*; and
- (b) advise the applicant as to any steps to be taken prior to further Council consideration of the Bylaw Amendment, if necessary.

3.6.3 Council may consider final adoption of a Bylaw Amendment:

- (a) after three readings have been given; and
- (b) where a development permit is required, upon receipt of a report from the General Manager Planning and Development stating that a development permit has been prepared and is ready for consideration.

### **3.7 Bylaw Lapse and Time Extension**

3.7.1 Every Bylaw Amendment which has not been given final adoption by Council within one year after the date it was given third reading lapses, and will be of no force and effect, and an applicant who wishes to proceed with their Application must initiate a new Application.

3.7.2 Notwithstanding s. 3.7.1 and s. 11.1, a time extension for a Bylaw Amendment may occur as follows:

- (a) First Extension: upon written request by the applicant prior to the expiry of the one year period, the General Manager Planning and Development may, but is not obligated to, grant the first extension of up to one year to enable the applicant to complete the requirements for final adoption;

- (b) Second Extension: upon written request by the applicant prior to the expiry of an extension period, Council may, but is not obligated to, grant a second and final extension of up to one year; and
- (c) Third Extension: despite Subsection (b) above, and upon written request by the applicant prior to the expiry of an extension period, Council may, but is not obligated to grant a third extension of up to one year, but only where a second extension has been previously granted by Council and is set to lapse before December 31, 2025.

### **3.8 Time Limit on Reapplication**

Where an Application to amend the Zoning Bylaw or Official Community Plan has been declined by Council, no Application for the same Bylaw Amendment shall be received by the General Manager Planning and Development for a period of six (6) months from the date it was declined.

## **PART FOUR: DEVELOPMENT PERMIT PROCEDURES**

### **4.1 Authority**

- 4.1.1 Council may, by resolution, issue, or authorize the General Manager Planning and Development to issue on Council's behalf, development permits, as authorized by the *Local Government Act*.
- 4.1.2 Part Four of this bylaw applies to all development permits except watercourse development permits.

### **4.2 Application**

An Application for a development permit shall be:

- (a) made through a fully completed Application Form, signed by the applicant and the registered owner of the lot or lots affected;
- (b) be accompanied by the appropriate Application fee as provided in the then Fees and Charges Bylaw; and
- (c) accompanied by such other information as is required by the City to evaluate the Application.

### **4.3 Review**

#### **4.3.1 Referral**

An Application for a development permit may be referred to other City staff and applicable external agencies for review and comment.

#### **4.3.2 Ministry of Transportation Approval**

Where a development permit Application requires the approval of the Ministry of Transportation under s. 505 of the *Local Government Act*,

Council will consider approval of the permit after receiving Ministry approval.

#### **4.3.3 Development Permit Report**

Except where the consideration of development permits has been delegated pursuant to s. 4.5 of this bylaw, the General Manager Planning and Development shall prepare a report for Council advising on the Application with the following included:

- (a) a statement of whether the proposed development permit complies with the Official Community Plan;
- (b) a statement, if applicable, of any provisions in the Zoning Bylaw or other bylaw that are to be varied or supplemented and how they are to be varied or supplemented; and
- (c) a copy of the proposed development permit.

#### **4.4 Council Consideration**

Council may, upon receiving the report of the General Manager Planning and Development:

- (a) authorize issuance of the development permit;
- (b) decline the development permit;
- (c) defer the development permit Application; or
- (d) refer, with direction, the development permit Application back to staff.

#### **4.5 Delegation of Council Powers**

##### **4.5.1 Delegation**

Pursuant to s. 154(1)(b) of the *Community Charter*, Council delegates to the General Manager Planning and Development, the powers of Council under ss. 489, 490 and 491 of the *Local Government Act* to issue and amend development permits in respect of development permit areas established by an Official Community Plan, including the powers of Council to require that the applicant provide security for the purposes of s. 502 of the *Local Government Act*.

##### **4.5.2 Conditions of Delegation**

As a restriction on s. 4.5.1, the General Manager Planning and Development, may only issue development permits for the following:

- (a) building improvements with a total construction value of \$1,500,000 or less;
- (b) notwithstanding (a), small-scale residential;
- (c) interface wildfire risk management;
- (d) freestanding signs; and
- (e) permit extensions and cancellations.

#### **4.5.3 Reassignment of Development Permit**

The General Manager Planning and Development, may assign a development permit to a new owner when a transfer of title occurs on a property for which a development permit has already been issued, either by Council or the General Manager Planning and Development or designee.

#### **4.5.4 Development Permit Amendments**

As a restriction of s. 4.5.1, the General Manager Planning and Development may only amend development permits when:

- (a) density, lot coverage, siting, scale, spacing or configurations of buildings are not altered by more than ten percent by the amendment; and
- (b) open space and amenities are maintained to the same extent as before the amendment.

#### **4.5.5 Council Reconsideration**

4.5.5.1 The owner of land whose development permit Application is subject to this section may, within 10 business days of being notified in writing of the General Manager Planning and Development or designee's decision on their Application, request Council to reconsider the General Manager Planning and Development or designee's decision by giving notice in writing to the City Clerk setting out the grounds on which the owner considers the decision to be inappropriate, including the specific decision and development permit conditions being challenged, and what amounts of security Council ought to substitute.

4.5.5.2 The City Clerk will place each request for reconsideration on the agenda of a meeting of Council to be held as soon as reasonably possible but not more than ten (10) weeks from the date on which the request for reconsideration was delivered.

The City Clerk will notify the applicant of the date of the meeting at which reconsideration will occur.

The City Clerk will notify the General Manager Planning and Development of each request for reconsideration and the General Manager Planning and Development will, prior to the date of the meeting at which the reconsideration will occur, provide a written report to Council setting out, at the level of detail the General Manager Planning and Development considers appropriate, the

rationale for the General Manager Planning and Development's decision.

4.5.5.3 Council will either confirm the decision of the General Manager Planning and Development, or substitute its own decision, including development permit conditions and amounts of security.

#### **4.6 Security**

Prior to issuance of a Development Permit, the applicant may be required to deposit a security in a form acceptable to the Manager Financial Services and the General Manager Planning and Development to ensure satisfactory completion of all conditions of the permit pertaining to landscaping or removal of an unsafe condition resulting from a contravention of a condition of a permit.

The amount of the security must not be less than 2.5% of the construction cost of any buildings, as estimated by the Building Inspector under the Building Bylaw. This security does not relate to any securities required under the Building Bylaw, Subdivision and Development Servicing Bylaw or other bylaws.

In imposing the security requirements, the General Manager Planning and Development may require security to be maintained for as long as:

- (a) a condition respecting landscaping has not been satisfied;
- (b) an unsafe condition has resulted as a consequence of a contravention of a condition in the permit; or
- (c) damage to the natural environment has resulted as a consequence of a contravention of a condition of the permit.

### **PART FIVE: WATERCOURSE PROTECTION DEVELOPMENT PERMIT PROCEDURES**

#### **5.1 Authority**

Council may, by resolution, issue, or authorize the General Manager Engineering and Public Works to issue on Council's behalf, a watercourse development permit, as authorized by the *Local Government Act*.

#### **5.2 Preliminary Application**

An Application for a watercourse development permit shall:

- (a) be made on an Application Form signed by the applicant and the registered owner;
- (b) be accompanied by one-half of the application fee, as provided in the Fees and Charges Bylaw;
- (c) include a full written description of the proposed alteration of land and/or development; and
- (d) provide an accurate site plan showing:
  - (i) legal lot lines, the watercourse, and its top of bank;

- (ii) the extent of area in which it is proposed to alter land; and
- (iii) the siting of all existing and proposed buildings, structures, works, impervious surfaces, or proposed additions to any of these.

### **5.3 Preliminary Review**

- 5.3.1 The preliminary Application will be reviewed to determine:
  - (a) the nature and scope of the activity proposed under the Application;
  - (b) the objectives and guidelines of the Development Permit Area;
  - (c) the availability of already existing relevant information;
  - (d) what specific items of information will be required to evaluate the Application; and
  - (e) whether the proposed activity is minor in scope and will have no significant impact in terms of the objectives and guidelines of the Development Permit Area.
- 5.3.2 Once notified of the requirements under s. 5.3.1, the applicant shall then provide the requested information together with the balance of the applicable Development Permit application fee. Thereafter the processing of the application shall be as set out in Part 4 of this bylaw.

### **5.4 Application and Review**

Development approval information which the City may require in order to evaluate a Development Permit application, as authorized by ss. 484, 486, 487, 489, 490 and 491 of the *Local Government Act*, and s. 5.3.1(b) of this bylaw may include:

- (a) a plan prepared by a British Columbia Land Surveyor and showing:
  - (i) the top of bank and natural boundary of any streams, relative to legal boundaries; and
  - (ii) sufficient information as to slope and elevations to determine compliance with Section 519 of the City of Coquitlam Zoning Bylaw No. 3000, 1996, as amended;
- (b) assessment by a registered professional biologist, including:
  - (i) identification of environmentally sensitive areas and features;
  - (ii) analysis of the potential impact of the proposed land alteration or development activity; and
  - (iii) recommendations to eliminate or mitigate such impacts;
- (c) assessment by a Professional Engineer with expertise in geotechnical matters, including:
  - (i) identification of any potential hazard of land slippage, bank erosion, flooding or drainage blockage; and
  - (ii) recommendations for measures to eliminate or mitigate any such hazard;

- (d) a plan by a Professional Engineer for all proposed drainage collection, retention, detention and discharge works, as well as:
  - (i) calculations showing the effect of these on pre-development run-off rates in receiving watercourses; and
  - (ii) a plan for the control of drainage, erosion and siltation throughout the period of construction;
- (e) assessment by a certified arborist, including:
  - (i) evaluation of existing trees and undergrowth;
  - (ii) analysis of the potential impacts of the application on existing trees and undergrowth;
  - (iii) recommendations to avoid or mitigate such impacts;
  - (iv) identification, where appropriate, of opportunities to enhance tree growth and associated undergrowth;
  - (v) where trees are proposed to be removed, a tree replacement plan consistent with the tree replacement criteria of the Provincial Ministry of Environment, Lands, & Parks; and
- (f) such other information as the General Manager Engineering and Public Works finds reasonably necessary considering the circumstance of the proposal and the objectives and guidelines for Watercourse Protection Development Permit Area as established in the Citywide Official Community Plan.

## 5.5 Exemptions

A Watercourse Protection Development Permit shall not be required where:

- (a) A hazardous or dangerous tree or trees (as designated in writing by a certified arborist) are proposed to be removed and the owner provides a letter of undertaking to provide replacement trees as per the recommendation of a certified arborist;
- (b) The proposed activity is for the specific purpose of protecting fish habitat and has been approved by senior government environmental regulatory agencies;
- (c) An existing building or structure is being renovated, altered or redeveloped within its existing footprint with no increase in pervious area; and
- (d) Upon evaluation of the initial application of a Watercourse Protection Development Permit application, the General Manager Engineering and Public Works determines that the activity is minor in scope and will have no significant impacts in terms of the objectives and guidelines of the Watercourse Protection Development Permit area.

## **5.6 Delegation of Council Powers**

### **5.6.1 Delegation**

Pursuant to s. 154(1)(b) of the *Community Charter*, Council delegates to the General Manager Engineering and Public Works, the powers of Council under ss. 489, 490 and 491 of the *Local Government Act* to issue and amend development permits in respect of development permit areas established by an Official Community Plan, including the powers of Council to require that the applicant provide security for the purposes of s. 502 of the *Local Government Act*.

### **5.6.2 Conditions of Delegation**

As a restriction on s. 5.5.1, the General Manager Engineering and Public Works, may only issue development permits for watercourse development permits.

### **5.6.3 Council Reconsideration**

Council reconsideration will be completed in accordance with s. 4.5.5 of this bylaw.

## **PART SIX: DEVELOPMENT VARIANCE PERMIT PROCEDURES**

### **6.1 Authority**

6.1.1 Council may, by resolution, issue development variance permits, as authorized by the *Local Government Act*. For the purpose of this bylaw, development variance permits may be authorized for the Zoning Bylaw, Subdivision and Development Servicing Bylaw, and Sign Bylaw.

6.1.2 An owner of land may apply for a development variance permit for the development of any land within the City, but the permitted uses and the density of land use permitted under the zone designation of the Zoning Bylaw may not be varied by Council by development variance permit.

### **6.2 Application**

An Application for a development variance permit shall:

- (a) be made on an Application Form, signed by the applicant and the registered owner of the lot or lots affected;
- (b) be accompanied by the appropriate Application fee as provided in the then current Fees and Charges Bylaw; and
- (c) include information as required to evaluate the Application.

### **6.3 Review**

#### **6.3.1 Referral**

An Application for a development variance permit may be referred to other City staff and applicable external agencies for review and comment.

### **6.3.2 Ministry of Transportation Approval**

Where a development variance permit Application requires the approval of the Ministry of Transportation as required under s. 505 of the *Local Government Act*, Council will consider approval of the permit after receiving Ministry approval.

### **6.3.3 Development Variance Permit Report**

The General Manager Planning and Development, shall prepare a report for Council advising on the Application with the following included:

- (a) the provisions of the Zoning Bylaw, Subdivision and Development Servicing Bylaw or Sign Bylaw to be varied or supplemented and how they are to be varied or supplemented; and
- (b) a statement of any potential impacts the proposed variance may have on adjacent properties or the surrounding neighbourhood and how those impacts will be mitigated; and
- (c) a copy of the proposed development variance permit.

## **6.4 Notification**

At least 10 days prior to the date of the Council Meeting, notice of Council's consideration of the development variance permit shall be mailed or otherwise delivered to:

- (a) the owners and any tenants in occupation of all lots which are the subject of the application; and
- (b) the owners and any tenants in occupation of all lots within 50 metres from the land(s) that is the subject of the application.

## **6.5 Council Consideration**

Council may, in considering the development variance permit:

- (a) authorize issuance of the development variance permit;
- (b) decline the development variance permit;
- (c) defer the development variance permit Application; or
- (d) refer, with direction, the development variance permit Application back to staff.

## **6.6 Delegation of Council Powers**

### **6.6.1 Delegation**

Pursuant to s. 154(1)(b) of the *Community Charter* and s. 498.1 of the *Local Government Act*, Council delegates to the General Manager Planning and Development, the powers of Council under s. 498 of the *Local Government Act* to issue or amend minor development variance permits.

### **6.6.2 Conditions of Delegation**

6.6.2.1 As a restriction on s. 6.6.1, the General Manager Planning and Development may only issue minor development variance permits for variances of the following:

- (a) Zoning Bylaw provisions respecting siting, size and dimensions of buildings, structures and permitted uses;
- (b) Zoning Bylaw provisions respecting off-street parking and loading space requirements; and
- (c) Sign Bylaw provisions respecting the size, location and number of signs.

6.6.2.2 For the purposes of s. 6.6.1, a development variance permit is deemed to be a minor development variance permit if the requested variance falls within 20% of the value prescribed in the relevant bylaw, and the application is not associated with a development permit that must be approved and issued by Council.

### **6.6.3 Guidelines for Evaluation**

In deciding whether to issue a minor development variance permit, the General Manager Planning and Development must consider the guidelines and assessment criteria as set out in the City's Development Variance Assessment Criteria Policy and Procedure, as amended by Council from time to time.

### **6.6.4 General Exceptions**

The provisions of sections 6.3.3 (Development Variance Permit Report), 6.4 (Notification) and 6.5 (Council Consideration) of this bylaw do not apply to minor development variance permits.

### **6.6.5 Council Reconsideration**

6.6.5.1 The owner of land whose minor development variance permit Application is subject to this section may, within 10 business days of being notified in writing of the General Manager Planning and Development's decision on their Application, request Council to reconsider the General Manager Planning and Development's decision by giving notice in writing to the City Clerk setting out the grounds on which the owner considers the decision to be inappropriate, including the specific decision being challenged.

6.6.5.2 The City Clerk will place each request for reconsideration on the agenda of a meeting of Council to be held as soon as reasonably possible but not more than ten (10) weeks from the date on which the request for reconsideration was delivered.

The City Clerk will notify the applicant of the date of the meeting at which reconsideration will occur.

The City Clerk will notify the General Manager Planning and Development of each request for reconsideration and the General Manager Planning and Development will, prior to the date of the meeting at which the reconsideration will occur, provide a written report to Council setting out, at the level of detail the General Manager Planning and Development considers appropriate, the rationale for the General Manager Planning and Development's decision.

6.6.5.3 Council will either confirm the decision of the General Manager Planning and Development, or substitute its own decision.

## **6.7 Security**

Security in a form acceptable to the Manager Financial Services and the General Manager Planning and Development, may be required to ensure satisfactory completion of all conditions of the permit.

The amount of the security must be not less than 2.5% of the construction cost of any buildings, as estimated by the Building Inspector under the Building Bylaw. This security does not relate to any securities required under the Building Bylaw, Subdivision and Development Servicing Bylaw or other bylaw.

In imposing the security requirements, the General Manager Planning and Development, may require security to be maintained for as long as there is a reasonable possibility of an unsafe condition resulting as a consequence of a contravention of a condition in the permit, or damage to the natural environment has resulted as a consequence of a contravention of a condition in the permit.

# **PART SEVEN: TEMPORARY USE PERMITS**

## **7.1 Authority**

- 7.1.1 As authorized by the *Local Government Act*, an Official Community Plan or Zoning Bylaw may designate areas where temporary uses may be allowed and may specify conditions.
- 7.1.2 Council may, by resolution, issue a temporary use permit within an area designated in the Official Community Plan or Zoning Bylaw.

## **7.2 Application**

An Application for a temporary use permit shall:

- (a) be made on an Application Form, signed by the applicant and the registered owner of the lot or lots affected;
- (b) be accompanied by the appropriate Application fee as authorized in the then current Fees and Charges Bylaw; and
- (c) include information as required to evaluate the Application.

## **7.3 Review**

### **7.3.1 Referral**

An Application for a temporary use permit may be referred to other City staff and applicable external agencies for review and comment.

### **7.3.2 Ministry of Transportation Approval**

Where a temporary use permit Application requires the approval of the Ministry of Transportation as required under s. 505 of the *Local Government Act*, Council will consider approval of the permit after receiving Ministry approval.

### **7.3.3 Temporary Use Permit Report**

The General Manager Planning and Development, shall prepare a report for Council advising on the merits of the Application with the following included:

- (a) a description of the proposed temporary use;
- (b) a statement if the proposed temporary use complies with the Official Community Plan; and
- (c) a copy of the proposed permit, including:
  - (i) the date the permit expires; and
  - (ii) if applicable, a letter of undertaking, attached to and forming part of the permit, to demolish or remove a building or structure or restore land described in the permit to a condition, and by a date, specified in the permit.

## **7.4 Notification**

7.4.1 The City Clerk shall publish notice at least three (3) and not more than fourteen (14) days prior to Council consideration of a temporary use permit that states:

- (a) the purpose of the proposed permit;
- (b) the land or lands that are the subject of the proposed permit; and
- (c) the place where, and the times and dates when, copies of the proposed permit may be inspected, and the date, time and place when the resolution will be considered.

7.4.2 Not less than 10 days prior to the date of the Council Meeting, notice of Council's consideration of the temporary use permit shall be mailed or otherwise delivered to:

- (a) the owners and any tenants in occupation of all lots which are the subject of the application; and
- (b) the owners and any tenants in occupation of all lots within 100 metres from the land(s) that is the subject of the application.

## 7.5 **Council Consideration**

Council may, in considering the temporary use permit may:

- (a) authorize issuance of the temporary use permit;
- (b) decline the temporary use permit;
- (c) defer the temporary use permit Application; or
- (d) refer, with direction, the temporary use permit Application back to staff.

## 7.6 **Delegation of Council Powers**

### 7.6.1 **Delegation**

Pursuant to s. 154(1)(b) of the *Community Charter*, Council delegates to the General Manager Planning and Development, the powers of Council under s. 497 of the *Local Government Act* to renew temporary use permits including the powers of Council to require that the applicant provide security for the purposes of ss. 496 and 502 of the *Local Government Act*.

### 7.6.2 **Council Reconsideration**

7.6.2.1 The owner of land whose temporary use permit renewal Application is subject to this section may, within 10 business days of being notified in writing of the General Manager Planning and Development's decision on their Application, request Council to reconsider the General Manager Planning and Development's decision by giving notice in writing to the City Clerk setting out the grounds on which the owner considers the decision to be inappropriate, including the specific decision being challenged.

7.6.2.2 The City Clerk will place each request for reconsideration on the agenda of a meeting of Council to be held as soon as reasonably possible but not more than ten (10) weeks from the date on which the request for reconsideration was delivered.

The City Clerk will notify the applicant of the date of the meeting at which reconsideration will occur.

The City Clerk will notify the General Manager Planning and Development of each request for reconsideration and the General

Manager Planning and Development will, prior to the date of the meeting at which the reconsideration will occur, provide a written report to Council setting out, at the level of detail the General Manager Planning and Development considers appropriate, the rationale for the General Manager Planning and Development's decision.

7.6.2.3 Council will either confirm the decision of the General Manager Planning and Development, or substitute its own decision.

## **7.7 Security**

Prior to issuance of the permit, the applicant must deposit a security in a form acceptable to the Manager Financial Services and the General Manager Planning and Development to ensure satisfactory completion of all conditions of the permit pertaining to landscaping or removal of an unsafe condition resulting from a contravention of a condition of a permit.

The amount of the security must be not less than 2.5% of the construction costs of any buildings, as estimated by the Building Inspector under the Building Bylaw. This security does not relate to any securities required under the Building Bylaw, Subdivision and Development Servicing Bylaw or other bylaws.

In imposing the security requirements, the General Manager Planning and Development, may require security to be maintained for as long as a condition respecting landscaping has not been satisfied, an unsafe condition resulting as a consequence of a contravention of a condition in the permit, or damage to the natural environment has resulted as a consequence of a contravention of a condition of the permit.

# **PART EIGHT: HERITAGE REVITALIZATION AGREEMENTS**

## **8.1 Authority**

- 8.1.1 Council may, by bylaw, enter into a heritage revitalization agreement with a property owner, as authorized by s. 610 of the *Local Government Act*.
- 8.1.2 A heritage revitalization agreement prevails over a Zoning Bylaw, Development Permit or Development Variance Permit, in the event of any conflict.
- 8.1.3 A heritage revitalization agreement may only be amended by bylaw with the consent of the owner.

## **8.2 Application**

An Application for a heritage revitalization agreement shall be:

- (a) made on an Application Form signed by the applicant and the registered owners of the lot or lots affected;
- (b) accompanied by the appropriate Application fee; and
- (c) include information as required to evaluate the Application.

## **8.3 Review**

### **8.3.1 Referral**

An Application for a heritage revitalization agreement may be referred to other City staff and applicable external agencies for review and comment.

### **8.3.2 Ministry of Transportation Approval**

Where a heritage revitalization agreement Application requires the approval of the Ministry of Transportation, as required under s. 52(3) of the *Transportation Act*, Council will consider approval of the permit after receiving Ministry approval.

## **8.4 Public Hearing**

Where the heritage revitalization agreement would permit a change to the use or density that is not otherwise authorized by the applicable zoning of the property, a public hearing will be held prior to entering the agreement.

### **8.4.1 Notification**

Notification will be given in accordance with sections 3.5.1 and 3.5.2 of this Bylaw.

## **8.5 Council Consideration after Public Hearing**

- 8.5.1 After the public hearing has been closed, Council will consider the heritage revitalization agreement bylaw and may:
  - (a) give second or third reading, or both, to the bylaw;
  - (b) give second and third readings, and consider final adoption of the bylaw;
  - (c) decline to give any further reading to the bylaw, therefore declining the application;
  - (d) defer the bylaw; or
  - (e) refer the bylaw back to staff, with direction.

- 8.5.2 Council may consider final adoption of a heritage revitalization agreement bylaw:

- (a) after three readings have been given; and
- (b) following receipt of written approval, if applicable, from the Ministry of Transportation.

## **8.6 Bylaw Lapse and Time Extension**

8.6.1 Every heritage revitalization agreement bylaw which has not been given final adoption by Council within one year after the date it was given third reading lapses, and will be of no force and effect, and an applicant who wishes to proceed with their Application must initiate a new Application.

8.6.2 Notwithstanding s. 8.6.1 and s. 11.1, a time extension for a heritage revitalization agreement bylaw may occur as follows:

- (a) First Extension: upon written request by the applicant prior to the expiry of the one year period, the General Manager Planning and Development may, but is not obligated to, grant the first extension of up to one year to enable the applicant to complete the requirements for final adoption;
- (b) Second Extension: upon written request by the applicant prior to the expiry of an extension period, Council may, but is not obligated to, grant a second and final extension of up to one year; and
- (c) Third Extension: despite Subsection (b) above, and upon written request by the applicant prior to the expiry of an extension period, Council may, but is not obligated to grant a third and final extension of up to one year, but only where the second extension has been previously granted by Council and is set to lapse before December 31, 2025.

## **8.7 Notice to Minister**

Within 30 days after entering into or amending a heritage revitalization agreement, the City must give notice to the minister responsible for the *Heritage Conservation Act*, in accordance with s. 595 of the *Local Government Act*.

# **PART NINE: AGRICULTURAL LAND COMMISSION ACT APPLICATIONS**

## **9.1 Authority**

An Agricultural Land Reserve application for resolution under s. 30(4) of the *Agricultural Land Commission Act* may be reviewed by the City and must be forwarded to the Agricultural Land Commission, as required under the *Agricultural Land Commission Act*.

## **9.2 Application**

An Agricultural Land Reserve application shall:

- (a) be accompanied by the appropriate Application fee; and
- (b) include information as required under the *Agricultural Land Commission Act*, to evaluate the Agricultural Land Reserve application.

### **9.3 Review**

- 9.3.1 An Agricultural Land Reserve application may be referred to City staff for review and comment.
- 9.3.2 A public information meeting may be held by the applicant with respect to the Agricultural Land Reserve application.

### **9.4 Council Resolution**

Council may, by resolution, provide recommendations to the Agricultural Land Commission on the Application.

### **9.5 Application Forwarded to Agricultural Land Commission**

Within 60 days after receipt of the Agricultural Land Reserve application, or within 90 days, if a public information meeting is held, the Agricultural Land Reserve application for resolution must be forwarded to the Agricultural Land Commission.

## **PART TEN: LIQUOR LICENCE COMMENTS AND RECOMMENDATIONS**

### **10.1 Delegation of Council Powers**

#### **10.1.1 Delegation**

Pursuant to s. 154(1)(b) of the *Community Charter* and s. 40 of the *Liquor Control and Licensing Act*, Council delegates to the General Manager Planning and Development, the powers of Council under s. 38 of the *Liquor Control and Licensing Act*.

#### **10.1.2 Conditions of Delegation**

As a restriction on s. 10.1.1, the General Manager Planning and Development may only provide comments and recommendations to the Liquor and Cannabis Regulation Branch for the following application types:

- (a) Food-Primary Licence;
- (b) Liquor-Primary Licence, or Liquor Manufacturing Licence holder with Lounge Endorsement located in core areas as shown on Schedule "O" of the Zoning Bylaw;
- (c) Amendment to an existing licence for a capacity increase of less than 20%; and
- (d) Amendment to an existing licence for a change of operating hours that falls within the operating hours prescribed in the City's Liquor Licensing Application Referral/Review Policy, as amended from time to time.

#### **10.1.3 Council Reconsideration**

- 10.1.3.1 An applicant whose Liquor Licence Application or Liquor Licence Amendment Application is subject to this section may, within 10

business days of being notified in writing of the General Manager Planning and Development's comments and recommendations on their application, request Council to reconsider the General Manager Planning and Development's comments and recommendations by giving notice in writing to the City Clerk setting out the grounds on which the owner considers the comments and recommendations to be inappropriate, including the specific comment or recommendation being challenged.

10.1.3.2 The City Clerk will place each request for reconsideration on the agenda of a meeting of Council to be held as soon as reasonably possible but not more than ten (10) weeks from the date on which the request for reconsideration was delivered.

The City Clerk will notify the applicant of the date of the meeting at which reconsideration will occur.

The City Clerk will notify the General Manager Planning and Development of each request for reconsideration and the General Manager Planning and Development will, prior to the date of the meeting at which the reconsideration will occur, provide a written report to Council setting out, at the level of detail the General Manager Planning and Development considers appropriate, the rationale for the General Manager Planning and Development's comments and recommendations.

10.1.3.3 Council will either confirm the comments and recommendations of the General Manager Planning and Development, or substitute its own comments and recommendations.

## **PART ELEVEN: INACTIVE APPLICATIONS**

**11.1** Where no submission of outstanding or required Application materials has been made by the applicant on an Application file for any six (6) month period, or such longer time, as the City may determine, the Application shall be considered inactive and closed. The applicant shall be notified in writing and if no response is received within thirty (30) days, the application file will be closed.

## **PART TWELVE: OTHER PROVISIONS**

### **12.1 Land Title Notices**

The following individuals are delegated authority to execute and file a Land Title Notice on behalf of the City:

(a) the General Manager Planning and Development;

- (b) those City employees that the General Manager Planning and Development designates in writing from time to time as having the authority to execute and file Land Title Notices;
- (c) the General Manager Engineering and Public Works;
- (d) those City employees that the General Manager Engineering and Public Works designates in writing from time to time as having the authority to execute and file Land Title Notices;
- (e) the Director Legal Services and Bylaw Enforcement; and
- (f) those City employees that the Director Legal Services and Bylaw Enforcement designates in writing from time to time as having the authority to execute and file Land Title Offices.

**12.2 Irregularity**

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.

**12.3 Severability**

If any part, section, subsection, clause or sub-clause of this Bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this Bylaw.

READ A FIRST TIME this 7<sup>th</sup> day of December, 2009.

CONSIDERED AT PUBLIC HEARING this 8<sup>th</sup> day of February, 2010.

READ A SECOND TIME this 8<sup>th</sup> day of February, 2010.

READ A THIRD TIME this 8<sup>th</sup> day of February, 2010.

GIVEN FOURTH AND FINAL READING and the Seal of the Corporation affixed this 8<sup>th</sup> day of February, 2010.

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MAYOR

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CLERK