



STAFF REPORT

TO: CHIEF ADMINISTRATIVE OFFICER
FROM: BRIGID REYNOLDS, CONSULTING TOWN PLANNER
SUBJECT: PROPOSED DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 1125,
PROPOSED PUBLIC NOTICE BYLAW NO. 1129, AND FEES AND CHARGES FOR
SERVICES BYLAW AMENDMENT BYLAW NO. 1130
MEETING DATE: APRIL 28, 2026

PURPOSE

1. To grant the following bylaws given 1st 2nd and 3rd readings:
 - a. Development Application Procedures Bylaw No. 1125 to establish new development approval procedures to streamline land use approvals, make the bylaw consistent with recent *Local Government Act* changes, and establish delegated approval for some land use applications including minor development variance permit applications,
 - b. Public Notice Bylaw No. 1129, AND
 - c. Fee and Services Bylaw Amendment Bylaw No. 1130

BACKGROUND

At its regular meeting on April 14, 2026 the Committee of the Whole passed the following resolution:

To recommend to Council to grant 1st and 2nd reading to the:

- Development Application Procedures Bylaw No. 1125
- Public Notice Bylaw No. 1129 AND
- Fee and Services Bylaw Amendment Bylaw No. 1130, AND
- To direct staff to complete advertising for a public hearing for each bylaw.

The three bylaws are attached for Councils review and consideration of 1st 2nd and 3rd reading for Development Application Procedures Bylaw No. 1125, Public Notice Bylaw No. 1129 and Fee and Services Bylaw Amendment Bylaw No. 1130.

At the time of preparing the staff report for the COW meeting staff understood the bylaws required a public hearing, but we have confirmed that procedural bylaws such as these do not require a public hearing. So three readings may be considered for these three bylaws.

IMPLICATIONS

a. Financial:

This is a Council directed amendment, so no application fees are paid. A Provincial grant has been received to support this work and is being used to cover the Contract Planners wages for this work.

b. Policy/Legislation:

In 2019 the Province completed the Development Approvals Process Review and the findings determined that local governments must improve their approval processes. The Province has since adopted enabling regulations with the goal to expedite local government development approvals.

c. Strategic Priority:

One of Council's strategic priorities is to streamline development approvals. Community Planning – Streamlining development application processes.

d. Sustainability:

N/A

e. Communication:

The APC has provided input into the draft bylaw. A questionnaire was made available to the public and sent to local area builders for their input.

As required by the *Community Charter*, procedural bylaws are required to receive 3 readings and final adoption. A public hearing is not required for these types of bylaws.

In addition to the statutory notice, Bylaw no. 1109 requires a notice be posted on the Town's website, on Facebook, at the Town Hall, and in the Lake Cowichan Gazette.

f. Staffing Implication:

The proposed bylaw amendments to delegate authority to staff to approve some land use approvals and to streamline the approval process will reduce staff's workload in Administration and Planning Departments. Preparing and mailing notices for one application can take more than an hour, for example. Staff reports would still be prepared

for delegated applications however the preparation will not have to follow Council meeting deadlines and would contain fewer details.

g. Legal Implication:

Both Bylaw No. 1125 and Bylaw No. 1129 have been reviewed by the Town's lawyers and confirm they are consistent with the Provincial legislation.

CONCLUSION

Bylaw No. 1125 delegates authority empowers staff to respond to applications in a timely manner, reduces processing times, improves customer service and creates greater staff efficiency in workload.

Amendments to the development approval procedures will remove notification for development permit and minor development variance permit applications and recognizes recent changes to the *Local Government Act* related to a prohibition of public hearings zoning amendment applications that are consistent with the OCP and include more than 50% residential gross floor area.

The Public Notice Bylaw No. 1129 is necessary to establish additional notice requirements for OCP Amendment and Zoning Amendment Bylaws and Temporary Use Permits.

The Fees and Charges for Services Bylaw Amendment Bylaw No. 1130 provides for the return of application fees for application submittals that are incomplete after a three-month period and clarifies the fees required for applications subject to multiple development permits.

OPTIONS

- 1) To grant 1st 2nd and 3rd reading to Bylaws No. 1125, 1129 and 1130.
- 2) To not grant any readings for the bylaws and direct staff to make additional amendments.

RECOMMENDATION

The contract planner recommends Council:

1. Grant 1st, 2nd and 3rd reading to
 - a. Development Application Procedures Bylaw No. 1125 AND
 - b. Public Notice Bylaw No. 1129 AND
 - c. Fees and Charges for Services Amendment Bylaw No. 1130

Signed:

Brigid Reynolds

Brigid Reynolds RPP MCIP
Contract Planner

Concurrence:

John T

John Thomas

Chief Administrative Officer

ATTACHMENT 1

[Development Application Procedures Bylaw No. 1125, 2026](#)

ATTACHMENT 2

[Public Notice Bylaw No. 1129, 2026](#)

ATTACHMENT 3

[Fee and Charges for Services Amendment Bylaw No. 1130, 2026](#)