



STAFF REPORT

TO: CHIEF ADMINISTRATIVE OFFICER
FROM: BRIGID REYNOLDS, CONSULTING TOWN PLANNER
SUBJECT: FINAL APPROVAL DEVELOPMENT APPROVAL PROCEDURES BYLAW NO. 1125, PUBLIC NOTICE BYLAW NO. 1129, AND FEE BYLAW AMENDMENT BYLAW NO. 1130
MEETING DATE: MAY 26, 2026

PURPOSE

1. To grant the following bylaws final reading:
 - a. Development Approval 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 to establish alternate means for notice of related applications.
 - c. Fee Bylaw Amendment Bylaw No. 1130.

BACKGROUND

At its regular meeting on April 28, 2026, Council passed the following resolution to grant 1st, 2nd and 3rd reading to:

- Development Approval Procedures Bylaw No. 1125
- Public Notice Bylaw No. 1129, and
- Fee Bylaw Amendment Bylaw No. 1130.

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 *Local Government Act*, bylaw amendments are required to receive 3 readings and final adoption. 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.

g. Legal Implication:

Bylaw No. 1125 and 1129 have been reviewed by the Town's lawyers.

OPTIONS

- 1) To grant final reading to the three bylaws.
- 2) To not grant any readings for the bylaws and direct staff to make additional amendments.

RECOMMENDATION

The contract planner recommends Council grant final reading to the:

- Development Approval Procedures Bylaw No. 1125
- Public Notice Bylaw No. 1129, and
- Fee Bylaw 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

ATTACHMENT 3
Fee Bylaw Amendment Bylaw No. 1130