

Detailed Overview of Phases for LUPB Review

Phases	Bylaw Section	Objective	Rationale	Guiding Values
Phase 1 – Immediate Procedural Public Hearing Changes	29 Public Hearing	Modify to clarify when a public hearing must be held, is not permitted to be held, or is optional so that public hearings will only be conducted when required under the <i>Local Government Act</i> .	Changes required to update bylaw to be consistent with the <i>Local Government Act</i> .	Alignment with Legislation
	30 Right to Waive Public Hearing	Clarify that Council may only waive the holding of a public hearing for zoning amendment bylaw applications that are consistent with the Official Community Plan and where the hearing is not already prohibited (housing specific developments).	Changes required to update bylaw to be consistent with the <i>Local Government Act</i> .	Alignment with Legislation
	32 Notice of Public Hearing	Clarify the notification distance when the public hearing has been waived or for when a public hearing must not be held.	Changes required to update bylaw to be consistent with the <i>Local Government Act</i> .	Alignment with Legislation
Phase 2 – Additional Simple Modernization Changes (Staff anticipate that these changes could be completed without additional resources)	7 Notification Distance	Notification distances currently range between 100-200 metres based on application type. Could establish a consistent public notification distance and ensure purpose of notification achieves intended objective.	Varying notification distances can be confusing. With changes to public hearings and delegations, reviewing purpose of notification will provide greater clarity to applicants and the public.	Alignment with Legislation Consistency and Clarity
	21 Refund	Modify wording about refunds to be more user friendly and identify clear timelines.	Simplify wording and clarify intent of the Bylaw.	Consistency and Clarity
	27 and 28 Application Sign Posting Requirements – Other applications	Simplify complex wording in section 28 by removing subsections (a) and (b) and ending the section with “City-initiated amendments” to indicate the application sign posting requirements (section 27) do not apply to city-initiated projects.	Simplify wording and clarify intent of the Bylaw.	Consistency and Clarity Efficiency Transparency
	31 Opportunity for public comment	The opportunity for public comment on DVPs, DPs, HAPs, and TUPs are set out in legislation and outline the steps local governments must follow.	Authority is already outlined in the <i>Local Government Act</i> .	Alignment with Legislation Efficiency

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	33 Notice of opportunity for public comment	Assess section 33. Notification/ mailing requirements are set out in legislation and outline the steps local governments must follow.	Authority is already outlined in the <i>Local Government Act</i> .	Alignment with Legislation
	12, 13, and 14 Receipt of applications, Incomplete applications Notification of Incomplete Applications	Consider introducing new wording to identify application submission requirements, and what would be deemed an incomplete application.	To establish standardization where possible, while also retaining flexibility to give staff the ability to request information that relates to the site/application specific circumstances.	Innovation Consistency and Clarity
	Schedule A Application Fees	Clarify the Development Permit fees for duplexes within Development Permit Area 15F: Missing Middle Housing. Increase the fees for new Garden Suite applications from \$1,000 to \$2,000.	Consistent with Council direction given May 2022. Align with Missing Middle policy and regulations and clarify fee structure within Schedule A and Schedule D. More reflective of staff resource requirements.	Consistency and Clarity Efficiency Transparency
	New Section Application Review Timelines	Consider the operational and planning impacts of introducing new wording/sections that would identify timelines for processing land use applications. Review and reflect best practices.	Timelines would provide certainty for applicants, but staff have concerns about impacts of dictating process timelines given the nature of the planning process.	Innovation Efficiency Consistency and Clarity
Phase 3 - Additional Complex Changes (Staff anticipate that additional resources may be required to support review and updates to these sections to support	6 and 8 Pre-application requirements and Waiving Pre-application Requirement	Review sections and modernize/simplify wording in the bylaw to reconsider the pre-application process, community meetings, and the role of CALUCs in development application review process.	Review and reflect best practices for pre-application consultation and community engagement. The <i>Local Government Act</i> does not set out pre-application processes, and only specifies requirements for notification and public hearings.	Alignment with Legislation Efficiency Inclusivity Transparency
	11 Evidence of Participation in a	Update wording to provide greater flexibility and allow for more diverse forms of pre-application consultation based on the specific land use proposal.	The <i>Local Government Act</i> does not currently outline pre-application consultation requirements. Providing greater flexibility could	Alignment with Legislation Innovation

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necessary research and consultation)	Community Meeting		be of value to applicants and the broader community.	Efficiency
	Schedule A – Application Fees	Conduct a full fee review and modify Schedule A to make it more user-friendly, reduce fees if appropriate. May also want to establish new fees for resubmitted applications.	To modernize and simplify fees where possible, and to review and reflect best practices.	Best Practices Efficiency Transparency
	Part 3 – Delegation and Reconsideration Schedule D - Delegated Approvals	Conduct a full review of Part 3 – Delegation and Reconsideration to further simplify the table in Schedule D to make it more user friendly. Also bring forward additional opportunities for delegation.	Changes would allow staff to further simplify processes, update information to reflect best practices, and assess the status of ongoing changes to the <i>Local Government Act</i> .	Innovation Consistency and Clarity Alignment with Legislation

SUMMARY OF PHASES	LIST OF GUIDING VALUES
<ul style="list-style-type: none"> • Phase 1: Immediate amendments related to public hearings that are required to be consistent with the LGA. • Phase 2: Simple modernization amendments proposed could require minimal research and engagement as they generally are focused on creating alignment with legislation and cleaning up wording where possible to create more clarity, consider timelines for application review (not recommended), and update other sections of the bylaw. • Phase 3: More complex amendments proposed could revise the pre-application process and community involvement in application submissions, review and adjust application fees, and update the delegation table and delegated authorities. These changes would involve more research and consultation with applicants, developers, and CALUCs. 	<ul style="list-style-type: none"> • Alignment with Legislation • Innovation • Consistency and Clarity • Efficiency • Inclusivity • Transparency