Development Approval Procedures & Fees

Bylaw 1418
Effective 2024 August
Consolidated to September 2026

CASTLEGAR

Development Approval Procedures & Fees
Bylaw 1418

A Bylaw to establish procedures and fees for the processing of development applications, establish development approval information, specify distances for notification, and to delegate powers, duties, and functions of Council.

WHEREAS the Council of the City of Castlegar shall, by bylaw, define procedures under which an owner of land may apply for amendment to an official community plan or zoning bylaw, or for the issuance of a permit pursuant to the *Local Government Act;*

AND WHEREAS Council has designated areas within where a Temporary Use Permit may be issued and within which Development Permits are required;

AND WHEREAS Council has established where Development Approval Information may be required within its Official Community Plan;

AND WHEREAS Council may establish procedures for requiring Development Approval Information;

AND WHEREAS Council may, by bylaw, specify a distance from a property under application for the purposes of notifying owners and occupants of proposed bylaw amendments and permits;

AND WHEREAS Council may be bylaw, delegate its powers, duties and functions to an officer or employee of the municipality;

NOW THEREFORE the Council of the City of Castlegar in open meeting assembled enacts as follows:

PART 1: INTERPRETATION

1.1. This bylaw may be cited as "Development Procedures & Fees Bylaw No. 1418, 2024".

PART 2: DEFINITIONS

2.1. In this Bylaw, unless context requires otherwise:

Applicant means the property owner or an authorized representation of the owner in relation to an Application pursuant to this Bylaw.

Application means written submission by an Applicant seeking to amend the Official Community Plan, the Zoning Bylaw, or obtain a Permit.

B.C. Land Surveyor (BCLS) means a professional licensed under the *Land Surveyors Act*

Bylaw Administrator means an officer or employee of the City responsible for planning and building or an officer or employee of the City designated to act on their behalf.

City means the City of Castlegar.

Complete Application means a submission that fulfills all requirements for Application as outlined in the Bylaw, including any additional supportive information as prescribed or requested.

Council means the Council of the City of Castlegar.

Delegate refers to the person Council has delegated its powers, duties, and functions related to land use approvals under the Delegation of Authority section of this Bylaw.

Delegated Development Permit means a development permit delegated for consideration of issuance under 8.1. ***(Bylaw 1466)***

Delegated Development Variance Permit means a development variance permit delegated for consideration under 8.3. ***(Bylaw 1466)***

Delegated Permit means any permit delegated for consideration under Part 8. ***(Bylaw 1466)***

Development Approval Information (DAI) outlines requirements for development application information focusing on environmental. infrastructure, and community impact assessments.

Development Approval Information Area (DAIA) means a designated area where the City may require development approval information pursuant to this Bylaw.

Development Permit (DP) means a permit approved by an officer or employee of the City as delegated by Council which conforms to the Development Permit Guidelines of the Official Community Plan and does not require any development variances.

Development Permit Area (DPA) means a development permit area as defined in the City's Official Community Plan where specific development guidelines or requirements are imposed to address specific objectives or potential impacts.

Development Permit with Variance (DPV) refers to the authorization within a development permit that allows specific development activities while also permitting deviations from standard land use regulations associated with servicing, siting, size and design elements within the City's Zoning Bylaw or Development Servicing Bylaw.

Development Variance Permit (DVP) means a permit approved by an officer or employee of the City as delegated by Council or Council that enables deviations from standard land use regulations within set parameters without altering land use or density provisions.

Fees means the specific costs and associated charges levied by the City for various services, permits, and applications under this Bylaw.

Landscape Plan means a detailed, scaled drawing that outlines the proposed external design features of a development showing elements such as landscaped buffer zones, fence placements, vegetation types, hard landscape features, and other key components as

required.

Official Community Plan (OCP) means the City of Castlegar Official Community Plan Bylaw which outlines the City's long-term vision, goals, and policies for land use, development. and sustainability, as amended or replaced from time to time.

Owner or Registered Owner means the registered owner of a property, or holder or occupier of land, or their authorized agent as specified under the *Local Government Act.*

Permit refers to the various authorizations that municipalities can issue under the *Local Government Act* that pertain to the use of land and can include a Development Permit. Development Permit with Variance, Development Variance Permit or Temporary Use Permit.

Public Hearing means a public hearing held by Council in accordance with the *Local Government Act that* provides an opportunity for members of the public to present their views directly to Council regarding specific land use changes or requests.

Public Meeting refers to a meeting hosted by an Applicant or the City to provide opportunity to members of the public to participate or provide input on a proposed temporary or long-term land use change or request.

Qualified Professional means a professional, such as a professional engineer, geoscientist, architect, landscape architect, certified arborist, agrologist, biologist, planner, or other professional licensed to practice in B.C. with relevant expertise, and in good standing, as determined by the Bylaw Administrator.

Security means an unconditional irrevocable letter of credit or deposit of securities in a form satisfactory to the City.

Temporary Use Permit (TUP) means a permit issued under the *Local Government Act* to permit a use not currently permitted by a Zoning bylaw for a specified period on a temporary basis.

Terms of Reference (TOR) means a set of guidelines that outline the scope, objectives and procedures for creating a Development Approval Information (DAI) report. These guidelines aim to ensure each DAI is consistent in quality and detail, supporting a structured review of development plans.

Zoning refers to a planning control tool used by municipalities to regulate land use and development and may specify how the land can be used, and the type, size, and siting of buildings allowed.

Zoning Bylaw means the City of Castlegar's Zoning Bylaw as amended or replaced from time to time.

PART 3: SCOPE

3.1. This Bylaw applies to an Application:

a. To amend an Official Community Plan Bylaw (OCP), a Zoning Bylaw, or both;

b. For the issuance of a Development Permit (DP), Development Permit with Variance (DPV), Development Variance Permit (DVP); or Temporary Use Permit (TUP); or

c. For an alteration to an approved Permit.

PART 4: APPLICATION FEES

4.1. The Applicant must pay the Application fee as set out in 'Schedule A - Fees' of this Bylaw before the Application can be accepted as complete.

4.2. If an Application involves one or more contiguous parcels of land, the parcels will be considered as one parcel for the purpose of determining applicable Application fees.

4.3. If an Application involves two or more parcels of land that are not contiguous, the parcels will be considered as separate parcels and separate Applications for the purpose of determining applicable fees by the Applicant.

4.4. Upon written request from an Applicant to withdraw an Application:

a. The Application will be closed;

b. Written confirmation will be provided to the Applicant; and

c. Any applicable fee refund will be paid to the Applicant in accordance with the Fee Schedule.

PART 5: GENERAL PROVISIONS FOR APPLICATIONS

5.1. The following is required for all Applications made pursuant to this Bylaw:

a. An Application will be provided to the Bylaw Administrator in writing by the Owner(s) of the land that is subject to the Application, or by a person authorized by the Owner(s);

b. An application must be endorsed in writing by all Owner(s) of the applicable lands;

c. If there is a change in ownership of a parcel of land that is the subject of an Application pursuant to this Bylaw, the City will require an updated title certificate and written authorization from the new Owner(s) prior to proceeding with the Application;

d. An Application must be submitted to the City on the prescribed Application form approved by the Bylaw Administrator and must include an Application fee, payable to the City, in accordance with this Bylaw:

e. Where an Applicant wishes to amend the OCP and/or Zoning designation for only a portion of a lot. the Applicant must provide a reference plan prepared by a B.C. Land Surveyor showing exact dimensions of the area subject to the proposed change;

f. Any Application made pursuant to this Bylaw will be required to submit any requirements under the Development Approvals Information section of this Bylaw, and any other prescribed supportive information as specified.

5.2. Upon receipt of a Complete Application:

a. The Bylaw Administrator will acknowledge acceptance of the Application and direct staff to process the Application:

b. The Bylaw Administrator may choose to refer the Application to Council or a Committee of Council for information and direction; or

c. The Bylaw Administrator or Council may refer the Application to other agencies, groups, persons, or staff members for information and comment.

5.3. Where more than one Application is required for a single development, the Bylaw Administrator may at their sole discretion, accept and process more than one Application at a time, and determine the order that Applications will be accepted and processed.

5.4. Submitting an Application or fulfilling the information requirements specified herein does not guarantee development approval.

5.5. If an Application remains incomplete, or of which no communication has been received, for a period of 6-months from the date in which any missing information has been requested from the Applicant. it shall be deemed inactive, and the Applicant will be given 30-days written notice to provide the outstanding information.

5.6. For any incomplete or inactive Application:

a. If an incomplete Application is submitted, the Bylaw Administrator may refuse to accept or process the Application;
b. If the Bylaw Administrator refuses to process an incomplete Application, the Bylaw Administrator must inform the Applicant in writing as to why the Application was not accepted, including which areas were incomplete;
c. Upon an Application becoming inactive, the Applicant will be given 30-days written notice to provide outstanding information;
d. If the Applicant fails to respond within the 30-days, the Application may be closed, and the Bylaw Administrator will notify the Applicant in writing accordingly;
e. If the Applicant responds in writing within the 30-days, the Bylaw Administrator will consider a request for extension;
f. A new Application must be submitted for any Application that is closed due to inactivity or incompleteness;
g. Upon closure of an incomplete Application, the Applicant will be notified in writing, and any applicable fee refund will be paid to the Applicant in accordance with the Fee Schedule.

PRE-APPLICATION MEETINGS *(Bylaw 1466)*

5.7. The City may, at the discretion of the Bylaw Administrator, require the Applicant to attend a Pre-Application Meeting with City staff:

a. Before the Pre-Application Meeting, the Applicant must submit, at minimum, a conceptual site plan and building drawings that identify the proposed uses, densities, floor area, and anticipated servicing requirements. Submissions must be received a minimum of 3 days prior to the meeting;
b. If the City requires a Pre-Application Meeting and the meeting has not been held, the Application will be considered incomplete.

PART 6: PERMIT ISSUANCE, ALTERATION, RENEWAL AND EXTENSION

6.1. The date of issuance for a Permit is the date of approval of the Permit by Council or its Delegate, unless otherwise specified in the Permit.

6.2. An Application for an alteration to an issued Permit will be determined by Council or its Delegate according to the Application type. Approval of any alteration does not constitute a renewal or extension to a Permit and a revised Permit will be issued without change to the expiry date.

6.3. Applications to renew or extend a Permit under this Bylaw must be made prior to the lapse of the Permit.

6.4. Council or its Delegate may consider an Application for one extension of an approved Permit provided no change in the approved Permit is proposed. A Permit may only be extended once.

6.5. Where an Application has been refused by Council or its Delegate, re-application will not be accepted for a 6-month period immediately following the date of refusal.

6.6. Despite Section 6.5, revised Applications that are, in the opinion of the Bylaw Administrator, substantially different from a Permit Application that has been refused may be accepted for reapplication immediately.

PART 7: PERFORMANCE SECURITY

7.1. Security required prior to issuance of a Permit will be provided by the Applicant in the form of cash. cheque, or irrevocable letter of credit. effective for a period determined by the Bylaw Administrator. Irrevocable letters of credit must be clean and unconditional, automatically renewing. and redeemable at a local bank

7.2. In imposing Security requirements, the Bylaw Administrator must require Security in accordance with the following:

a. At least equal to 125% of the estimated cost of installation and construction for any and all works required under the Permit;
b. Where estimated costs of extent of work are subject to uncertainty, an amount equal to or greater than 125%, but not greater than 200%, depending on the degree of uncertainty;

c. Where a hazardous condition or environmental damage may arise because of noncompliance, an amount equal to or greater than 125%, but not greater than 200%, depending on the hazard or risk.

7.3. At the request of the Bylaw Administrator, the Applicant must provide all information necessary to determine the cost of installing and constructing the works required under an approved Permit or undertake works to correct the unsafe condition or correct damage to the natural environment.

7.4. Security will be returned in whole or in part as specified in the Permit (as may be amended by written agreement between the City and the Applicant), or upon expiration of any predetermined term.

7.5. A partial return of Security must not result in the City holding less than $1,000 or 10% of the Security required. whichever is greater.

7.6. If the required works are not implemented within 24-months of substantial completion of the development authorized within a Permit. or is not in substantial compliance with the approved Permit. or an unsafe condition or damage to the natural environment has resulted due to a violation of the Permit, the City may redeem the Security, enter onto the property and use the proceeds to complete outstanding works required by the Permit or undertake works to correct the unsafe condition or correct damage to the natural environment.

PART 8: DELEGATION OF AUTHORITY

8.1. Council delegates its powers. duties and functions to consider issuance of Development Permits and Development Permits: Specific Authorities under the *Local Government Act* to the Bylaw Administrator or their Designate, apart from Development Permits with Variances.

8.2. Council delegates its powers, duties and functions to consider issuance of Temporary Use Permits under the *Local Government Act* to the Bylaw Administrator or their Designate, where such use meets the following criteria:

a. Does not exceed 12-months in duration; and
b. Is in alignment with the City's OCP.

8.3. Council delegates its powers, duties and functions to consider the issuance of a Development Variance Permit under the *Local Government Act* where the Permit meets the following criteria:

a. Does not exceed 25% variance of minimum requirements for parking space provision, loading, bicycle parking, building setbacks, lot dimensions and frontages, lot coverage and building height where such variance does not allow for an increase in allowable density; and

b. Must not be associated with another Application type that needs to proceed to Council.

8.4. Council delegates its powers to require Security as a Condition of Land Use under the *Local Government Act* in respect to matters under Sections 8.1, 8.2 and 8.3 to the Bylaw Administrator or their Designate.

8.5. An Applicant may request Council to reconsider a decision of the Delegate regarding the requirement to provide Security or the issuance of a Permit within 30-days immediately following written notification of the decision.

PART 9: COUNCIL DECISIONS

BYLAW AMENDMENT APPLICATIONS

9.1. Upon receipt of a report from the Bylaw Administrator regarding an Application to amend the City's OCP or Zoning Bylaw, Council may without limitation:

a. Proceed with the proposed Bylaw Amendment(s), with or without specifying changes, additional conditions, or requirements;

b. Forward the proposed Bylaw Amendment(s) to a Public Hearing or waive the requirements for a Public Hearing as per the *Local Government Act;*

c. Reject or Deny the Application; or d. Refer the Application to staff or a Committee of Council for recommendation prior to further consideration of the Application.

9.2. Council may proceed with the Adoption of a proposed Bylaw Amendment only:

a. After the Bylaw(s) has received Third Reading; and

b. Where approval from another authority or body is required by statute or regulation, following receipt of written approval from the authority.

9.3. Council may decline to proceed with Adoption of a Bylaw Amendment(s) until any of the following have been satisfied:

a. Where a DP is required by the OCP, upon receipt of a report from the Bylaw Administrator stating that the DP has been prepared and is ready for approval subject to Council's Adoption of the proposed Bylaw Amendment;

b. When all necessary covenants and statutory rights-of-way associated with the Application have been duly registered on the property title;

c. When all legal agreements associated with the Application have been duly executed and are in effect prior to Adoption; or

d. Any other pre-determined conditions have been satisfied.

9.4. Council may, by resolution, postpone consideration of an Application to amend an OCP or Zoning Bylaw where that bylaw is currently undergoing comprehensive review.

PERMIT APPLICATIONS

9.5. Except for Permits, which may be issued by the Bylaw Administrator pursuant to this Bylaw, Council may upon receipt of a report from the Bylaw Administrator regarding a Permit:

a. Issue, amend, or refuse the Permit;
b. Impose requirements, and set conditions or standards;
c. Impose conditions for the sequence and timing of construction;
d. Require Security; or
e. Refer the Application to staff or a Committee of Council for recommendation.

PART 10: NOTIFICATION

10.1. Notification of Application will be required by the City for any Application that involves Council approval for a Bylaw Amendment, Development Variance, or Temporary Use Permit, as set out in this Bylaw in accordance with applicable legislation. ***(Bylaw 1466)***

10.2. Written Notification of Application for a Development Variance or Temporary Use Permit will be mailed to registered Owners or Occupiers of real property located within 100-metres of the subject property or properties at least 14 days prior to consideration of Council. ***(Bylaw 1466)***

10.2.1 Where Written Notification of Application is required for a Temporary Use Permit, Notification will be published in a newspaper, once each week for two consecutive weeks at least 3 days and not more than 14 days before adoption of the resolution to issue the permit. ***(Bylaw 1466)***

10.3. Written Notification of Application for a Bylaw Amendment will be mailed to registered Owners or Occupiers of real property located within 100-metres of the subject property or properties at least 14 days prior to Public Hearing. Written Notification will not be required for amendments of the OCP or Zoning Bylaw that involve more than 10 properties. ***(Bylaw 1466)***

10.4. Where Written Notification of Application is required, the City may, following First Reading and at the Applicant's expense, require the Applicant to host a Public Meeting to inform the public about the Application and respond to enquiries. The Applicant shall submit a written record of the meeting to the Bylaw Administrator, outlining the notification methods used, number of attendees, and any questions or concerns raised*.* ***(Bylaw 1466)***

Notification of Public Hearing

10.5. Written Notification of Public Hearing, when applicable, for a Bylaw Amendment will be mailed to registered Owners or Occupiers of real property located within 100-metres of the subject property or properties at least 14 days prior to the Public Hearing. Written Notification will not be required for amendments of the OCP or Zoning Bylaw that involve more than 10 properties. ***(Bylaw 1466)***

10.6. Public Hearing will not be held under the *Local Government* Act where:

a. Public Hearing is prohibited, is consistent with the City's OCP, and is for the sole purpose in whole, or in part, to permit residential development where the residential component exceeds 50% of the proposed development; or

b. Where Public Hearing is discretionary, and the proposed Bylaw Amendment is consistent with the City's OCP.

10.7 Where Notification of Public Hearing or Notification of Public Hearing not being held is required, Notification will be published in a newspaper once each week for two consecutive weeks, not less than 3 days and not more than 10 days, before the Public Hearing, or in the case of a Public Hearing not being held, first reading of the bylaw. ***(Bylaw 1466)***

Notice of Proposal Signage

10.8 Applications for a Bylaw Amendment or Temporary Use Permit shall be required to post a Notice of Proposal sign as provided by the City 10 days before: ***(Bylaw 1466)***

i. Council consideration of a Temporary Use Permit; or

ii. A Public Hearing.

10.9 Notice of Proposal signage will meet the following specifications:

a. Notice of Proposal Signage shall stay in place until such a time as Council has decided regarding the proposed development.

b. Signage shall be at a minimum of 2.4 metres by 1.2 metres and comprised of corrugated plastic or another durable material.

c. Signage shall be coloured with a white background.

d. Proposal text shall be prepared by staff and include the application number, date of Public Hearing or consideration of Temporary Use Permit, and details about where more information about the proposal may be viewed in-person or online. ***(Bylaw 1466)***

e. The bottom edge of the sign must be at minimum 1 metre *above* the ground and not more than 1.5 metres *above* the ground.

f. The sign shall be located within 3 metres of the edge of pavement on any fronting road in a manner that is clearly visible by those passing by.

g. The sign shall be freestanding and installed in a manner that is capable of withstanding wind and weather events.

Removal of (h.) ***(Bylaw 1466)***

PART 11: DEVELOPMENT APPROVAL INFORMATION

11.1. Where Development Approval Information (DAI) is required under the *Local Government Act* the Bylaw Administrator will advise the Applicant of information requirements, in writing, which may take the form of setting out the Terms of Reference or requesting a Qualified Professional to develop a Terms of Reference.

11.2. The Applicant is responsible for submitted the DAI at their own expense, ensuring that it meets the following criteria:

a. The DAI should be formatted as a comprehensive report, unless otherwise agreed.

b. The DAI must be compiled by a Qualified Professional in good standing as listed in 'Schedule B - Qualified Professionals' or other professional of equivalent qualification as approved by the Bylaw Administrator.

c. Reports should meet the standards of professional practice, endorsed with the signature and professional seal of the Qualified Professional(s) responsible for preparation, along with a declaration of quality assurance where applicable.

11.3. The Terms of Reference will define the scope and procedural framework for the preparation of a DAI report [can include one or more], addressing the following matters as applicable:

a. Climate Action
b. Cultural Heritage
c. Economic & Socio-Economic Impacts
d. Environmentally Sensitive Lands
e. Fire Underwriter Survey
f. Form & Character/ Built Environment
g. Geotechnical & Hazardous Conditions
h. Local Infrastructure
i. Noise Impact
j. Traffic Impact
k. Visual Impact/ View Corridor Assessments
l. Wildfire Hazards

11.4. The Terms of Reference may require the DAI report to provide all, or part of the information contained in 'Schedule C - Development Approval Information Area Reports'.

11.5. The Bylaw Administrator may request. at the Applicant's expense, the presentation of any report to Council, the public and staff by the Qualified Professional who prepared the assessment.

11.6. The City reserves the right to distribute the report and publicize the results.

11.7. If the DAI report is determined to be deficient during the review process, the Bylaw Administrator shall notify the Applicant in writing of the deficiencies.

11.8. An Applicant who receives a deficiency notification must resubmit a complete DAI report that addresses all identified deficiencies within 30-days from the notification issuance. Should this condition not be met. the Application will be considered inactive, unless the Bylaw Administrator agrees in writing to a longer period.

11.9. In cases where independent review is necessary, either due to limitation in staff capacity or concerns regarding the substance, procedure. or methodology of the original DAI report, the Bylaw Administrator may instruct the Applicant to arrange such review.

11.10. Where independent review applies:

a. The independent review will name the City as the recipient and be conducted at the Applicant's expense.
b. Must be conducted by a Qualified Professional distinct and independent from the professional who prepared the initial submission.
c. Upon completion of the independent review, the Applicant is required to submit the DAI report in writing within the timeframe specified by the Bylaw Administrator.

PART 12: SEVERABILITY

12.1. If any portion of this Bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.

PART 13: REPEAL

13.1. 'Planning and Development Procedures and Fees Bylaw 1336' and all amendments thereto is hereby repealed.

PART 14: READINGS

READ A FIRST TIME this 15th day of July, 2024

READ A SECOND TIME this 15th day of July, 2024

READ A THIRD TIME this 15th day of July, 2024

ADOPTED this 12th day of August, 2024

"original signed"

Mayor

"original signed"

Director of Corporate Services

List of Amending Bylaws

1466 September 21, 2026

SCHEDULE A – FEES *(Bylaw 1466)*

APPLICATION TYPE	FEES AND CHARGES
Application Review Deposit	$ 100
Official Community Plan Amendment Zoning Bylaw Amendment Joint Official Community Plan and Zoning Amendment Public Notice Fee Notice of Proposal Signage	$ 1,000 $ 1,000 $ 1,500 $ 500 per notice $ 350 per sign
Development Permit Development Permit with Variance	$ 1,000 $ 1,500
Delegated Development Permit Delegated Development Permit with Variance	$ 500 $ 750
Development Variance Permit Delegated Development Variance Permit	$ 500 $ 250
Temporary Use Permit	$ 500

The Application Review Deposit is non-refundable and is due at the time of applying for an Amendment, Development Permit, Development Permit with Variance, Development Variance Permit, Delegated Permits, or Temporary Use Permit. It will be subtracted from the total application fee once all required development approvals have been confirmed.

Fees and charges are refundable under the following circumstances:

1. Application fees for an Official Community Plan and/or Zoning Bylaw Amendment shall be refunded 50% of the application fee if the application is withdrawn or refused by Council prior to Public Hearing.
2. Application fees for a Development Permit, Development Variance Permit or Temporary Use Permit, including Delegated Permits, shall be refunded 50% of the application fee if the application is withdrawn prior to proceeding to Council or to the Delegated Authority.
3. Applications that are withdrawn or lapse prior to referral shall be refunded for the full amount of the application fee but charged a $ 100 administrative fee.

SCHEDULE B – QUALIFIED PROFESSIONALS

SUBJECT	QUALIFIED PROFESSIONAL
Climate Action	Registered Professional Planner (MCIP, RPP) Architect (MAIBC) Landscape Architect (BCSLA) LEED Accredited Professional (AP) Certified Energy Manager Professional Engineer (P.Eng.) with applicable expertise such as mechanical engineering Registered Professional Biologist (RP.Bio.) Professional Agrologist (P.Ag.) Economist
Cultural Heritage	Registered Professional Archaeologist (BCAPA)
Economic & Socio-Economic Impacts	Registered Professional Planner (MCIP, RPP) Chartered Professional Accountant (CPA) Economist Appraiser (AIC)
Environmentally Sensitive Lands	Registered Professional Biologist (R.P.Bio.) Registered Biology Technologist (RB.Tech.) Applied Biology Technician (A.B.Tech.) Registered Professional Forester (RPF) Professional Agrologist (P.Ag.)
Form & Character / Built Environment	Registered Professional Planner (MCIP, RPP) Architect (MAIBC) Landscape Architect (BCSLA) LEED Accredited Professional (AP)
Geotechnical & Hazardous Conditions	Professional Engineer (P.Eng.) with applicable expertise in hydrology, geotechnical, geology, slope hazards Professional Geoscientist (P.Geo.)
Local Infrastructure	Professional Engineer (P.Eng.) with applicable expertise in civil engineering
Stormwater Management	Professional Engineer (P.Eng.) with applicable expertise in civil engineering, hydrology, geology, geotechnical Professional Geoscientist (P.Geo.) Landscape Architect (BCSLA) Certified Professional in Erosion & Sediment Control (CPESC)
Traffic Impact	Professional Engineer (P.Eng.) with applicable expertise in traffic and transportation
Wildfire Hazards	Registered Professional Forester (RPF) Registered Forest Technologist

SCHEDULE C – DEVELOPMENT APPROVAL INFORMATION AREA REPORTS *(Bylaw 1466)*

Climate Action Report

If the City requires information in the form of a report related to the impact of a proposed development on climate action, the report should:

1. Demonstrate how the development will contribute to GHG reduction and energy efficiency, incorporating strategic site, building, and landscape design to support the City's goal of achieving net-zero GHG emissions by 2050.

2. Demonstrate alignment with B.C Energy Step Code and Zero Carbon Code, outlining measures to enhance energy efficiency and detail the steps taken to minimize the volume of embodied carbon in construction materials and processes.

3. Present design and construction approaches that ensure new buildings are resilient and adaptable to climate change, highlighting features that mitigate climate-related risks.

4. Assess the development's contribution to urban heat island effects and propose cooling strategies, such as green roofs and increased tree cover in alignment with the City's Street Tree Master Plan.

5. Discuss water conservation strategies to be implemented in the development. aimed at reducing water consumption.

6. Provide a coherent approach to energy conservation, emissions reduction, and sustainable resource use within the development.

Cultural Heritage Impact Assessment Report

If the City requires information in the form of a report related to the impact of a proposed development on cultural heritage matters. the report should:

1. Identify cultural heritage values and features on the site, emphasizing the long-standing history of Indigenous persons in the area, and including sites protected under the *Heritage Conservation Act*
2. Conduct a cultural heritage impact assessment, incorporating a mitigation strategy to analyze and address the potential development's impact on historical, cultural, and archaeological assets, with a focus on both pre-contact and post-contact heritage.
3. Undertake a cultural heritage impact assessment with a mitigation strategy, evaluating the proposed development's effect on cultural sites or assets, ensuring the project aligns with archaeological heritage conservation goals.
4. Document collaboration with local Indigenous persons and adherence to established protocols for archaeological and cultural heritage protection, showcasing a commitment to protecting and valuing the area's archaeological and heritage resources through

engagement and consultation with Indigenous communities in alignment with the *Declaration on the Rights of Indigenous Peoples Act.*

Economic & Socio-Economic Impact Report

If the City requires information in the form of a report related to the impact of a proposed development on economic and socio-economic conditions, the report should:

1. Analyze economic indicators including market analysis, competition, absorption rates, and build-out timing, along with a project pro-forma to assess the development's viability.
2. Examine socio-economic indicators such as demographics, housing types and affordability, average housing costs, vacancy rates, and impacts on public amenities and socio-cultural issues.
3. Consider the diversity of residential unit sizes and types, and the development's alignment with adaptable housing, elder care, and childcare needs.
4. Examine affordable housing integration, detailing strategies for preserving or adding affordable units to support diverse community housing needs.
5. Assess the development's direct and indirect economic impacts on the community's quality of life, including effects on residents, visitors, and local services.
6. Delve into the everyday impacts of the development on community life, capturing the nuanced economic effects on residents, visitors, and local services.
7. Conduct sector-specific analyses for commercial and industrial components, addressing their unique impacts on local economies and communities.

Environmental Assessment Report

If the City requires information in the form of a report related to the impact of a proposed development on environmental conditions, the report should:

1. Analyze the locations, size and characteristics of these features:
    a. streams, watercourses, ditches, wetlands, lakes, and ponds either permanent or intermittent;
    b. rainwater and onsite drainage;
    c. groundwater quality and quantity;
    d. soil types, bedrock. topography and slopes;
    e. air quality, such as greenhouse gas emissions, pollution, dust. smoke, and odours; and
    f. vegetation and animals, and their relationships.
2. Examine how the proposed development may impact the site and adjacent properties and recommend how the Applicant can mitigate these potential impacts, such as alteration and possible contamination.
3. For storm water and onsite drainage, provide options to ensure the quality and quantity of storm water is like that which existed predevelopment. and include a sediment and erosion control plan.

4. Provide a plan for rehabilitation or revegetation using only native plant species to be undertaken by the Applicant during and after the construction of the proposed development or temporary use.
5. Evaluate the development's potential impact on shading and water sequestration, considering factors like changes in land surface and vegetation cover.
6. Assess the development's contribution to urban heat island effects and propose cooling strategies, such as increased tree cover.
7. Analyze potential disruptions to wildlife corridors and habitats, offering measures to maintain ecological connectivity and biodiversity, including measures to prevent the spread of invasive species, if present.
8. Incorporate a Riparian Area Assessment, completed by a Qualified Professional with the required certification, identifying areas consistent with a Streamside Protection and Enhancement Area, by applying the methodology outlined by the Riparian Areas Assessment Methods Manual.

Fire Underwriter Survey (FUS) Report

If the City requires information in the form of a report related to a Fire Underwriter Survey for a proposed development or temporary use, the report should:

1. Compute the required fire flows based on the size, type, and location of the proposed development. considering relevant standards and guidelines.
2. Analyze potential challenges or constraints in achieving necessary fire flows, such as infrastructure capacity, hydrant locations, or water pressure inconsistencies.
3. Provide professional recommendations to address any identified deficiencies, ensuring the development has adequate fire protection capacity.
4. Certify, through a sealed report. that the proposed development meets or exceeds the required fire flow standards.
5. Include an assessment of emergency access routes to the development, ensuring they meet standards for fire service access and egress during emergencies.

Form & Character & Built Environment Report

If the City requires information in the form of a report related to the form, character, and built environment of a proposed development, the report should:

1. Analyze the proposed development's compatibility with adjacent and community land uses, focusing on functionality, form, character, aesthetics. grade. and scale. ensuring a harmonious integration with the existing or desired urban form.
2. Assess landscape and visual impacts. including effects on view corridors. Shadow creation, prominent features. experiential characteristics. and the overall landscape character, considering the development's visual relationship with its surroundings.

3. Detail the development's phasing and timing. discussing potential impacts on the surrounding neighbourhood during and after construction, to anticipate and mitigate any adverse effects on residents and businesses.
4. Include a vision context statement that articulates how the development aligns and enhances the City's local identity and aligns with the City's Official Community Plan.
5. Highlight the use of low-carbon and local construction materials, underlining the development's commitment to reduced environmental impact.
6. Discuss the integration of public amenity spaces and biodiversity enhancements to foster ecological connectivity and community well-being.
7. Explore the inclusion of renewable energy sources and energy-efficient designs to minimize the carbon footprint of the development.

Geotechnical & Hazardous Conditions Report

If the City requires information in the form of a report related to the impact of a proposed development on geotechnical and hazardous conditions, the report should:

1. Assess the geomorphology, topography, and soil composition of the land to be developed, integrating current conditions and climate change projections, including possible impacts to and from surrounding areas.
2. Analyze hazardous conditions, such as mud flow, debris torrents, erosion, land slip, rock falls, subsidence, wildfire, flood, and inundation.
3. Provide professional geotechnical recommendations to mitigate against any hazardous conditions from the development. including siting of buildings and infrastructure, and earthworks (e.g., excavation and filling).
4. Certify that the land is *'safe for the use intended'.*
5. Include a preliminary or detailed slope hazard assessment as applicable, detailing the methodology, findings, and recommendations to ensure the site's stability, particularly for developments on or near steep slopes.
6. Address landslide risk or rock fall risk. including potential impacts that may originate beyond site boundaries.
7. Incorporate a Landslide Assessment Assurance Statement. completed by a Qualified Professional. to confirm the site's safety for the intended use, especially for developments on slopes 30% or greater.

Local Infrastructure Assessment Report

If the City requires information in the form of a report related to the impact of a proposed development on local infrastructure [relating to sewer and water capacity, storm water management, and drainage, the report should:

1. Ensure alignment with local regulations and best practices.

2. Evaluate existing water, sewer, stormwater, and utilities infrastructure systems serving the proposed development. Identify potential impacts and servicing constraints, taking into consideration climate change projections.
3. Estimate water demand and sewage production associated with the proposed development, taking into consideration water conservation measures.
4. Analyze the capacity of existing municipal systems to accommodate the proposed development. The City may complete the analysis directly or retain a third-party consultant, with the associated costs payable by the applicant.
5. Assess stormwater management strategies, detailing methods for capture, redirection, treatment, and disposal, including an evaluation of potential environmental impacts.
6. Propose a servicing scenario including infrastructure layout plans for any required servicing, upgrades, or extensions.
7. Detail required capital works for infrastructure support, including cost assessments and funding strategies.
8. The City may request that the report include details on asset management best practices for the required capital works, including estimated life cycle, replacement cost and anticipated operation and maintenance requirements.

Traffic Impact Assessment Report

If the City requires information in the form of a report related to the impact of a proposed development on traffic and transportation, the report should:

1. Estimate the additional daily vehicle trips anticipated from the proposed development or temporary use, incorporating an analysis of traffic flows during different times (weekday, weekend, peak morning. and evening) and an origin-destination analysis to understand the impact on local traffic dynamics and intersection points.
2. Propose measures to mitigate increased traffic volumes and enhance safety for all road users. This includes improving pedestrian and cyclist safety, facilitating the use of cycling and public transit, enhancing accessibility, ensuring network connectivity, and integrating pedestrian sidewalks. paths, and cycling infrastructure into the overall transportation network.
3. Assess the proposed development's compatibility with existing transportation, transit. parks, and greenways strategies and plans, including considerations for growth areas identified in the OCP and adjacent potential growth areas.
4. Provide detailed onsite parking and loading requirements, including secure bike storage and e-bike charging stations, identification of electric vehicle charging infrastructure, show internal circulation routes, and analyze the proposed development's impact on public rights-of-way, which may involve City roads and the Provincial highways, focusing on traffic circulation, road vehicular capacity, intersection size and configuration. turning lanes, traffic lights, bike lanes, sidewalks. etc.
5. Identify necessary upgrades, reconstructions, reconfigurations, or expansions of public rights-of-way to accommodate the additional pedestrian. bicycle, and vehicle trips

generated by the proposed development. This includes considerations for City facilities and Provincial highways.

6. Highlight opportunities and required improvements to facilitate transit use and ensure the safety of the planned road network, considering aspects like horizontal and vertical profiles, intersection geometrics, pedestrian crossing locations, truck routes, emergency routes, and sight visibility.
7. Provide a context map illustrating the connections between the proposed development and the existing City network of roads, pedestrian routes, bicycle routes, and trails, to ensure seamless integration and support for the anticipated increase in traffic and transportation usage.

Visual Impact/ View Corridor Assessments

If the City requires information in the form of a report related to the Visual Impact or View Corridor Assessment for a proposed development. the report should:

1. Detail the projected visual profile of the proposed development from key vantage points and within established view corridors.
2. Analyze potential alterations or obstructions to existing vistas, panoramas, or significant landmarks caused by the development.
3. Provide professional recommendations to minimize adverse visual impacts, which may include design alterations, building reorientation, or use of specific materials to harmonize with the surrounding landscape.
4. Certify that the proposed development considers and mitigates any significant visual impacts, ensuring the preservation of valued visual aesthetics and view corridors.

Wildfire Hazards

If the City requires information in the form of a report related to the Wildfire Hazard Assessment for a proposed development. the report should:

1. Conduct an assessment integrating current conditions and climate change projections to understand future wildfire risks.
2. Evaluate the site's specific vulnerabilities, including vegetation, topography, and proximity to forested areas.
3. Recommend mitigation strategies, such as creating defensible spaces, employing fire resistant materials, and designing fire smart landscaping.
4. Develop emergency response and evacuation plans. ensuring both property and community level preparedness and safety measures.
5. Perform a wildfire interface assessment to understand how the development interacts with adjacent wildland areas.
6. Provide interface planning recommendations to enhance resilience, such as windbreaks, strategic setbacks. and landscape management.