

Development Procedures and Notification Bylaw

2024-MAR-11

Background



- Development Approval Procedures & Notification Bylaw No. 3892 establishes requirements for:
 - Development application submissions
 - Public notification
 - Other administrative matters
- Staff initiated review in 2023 & engaged consultant to:
 - Modernize & clarify bylaw language
 - Update administrative forms/templates
 - Research best practices in local government procedures
 - Introduce new procedures to support development application reviews





Bill 44 Considerations

- Development Procedures and Notification Bylaw must align with emerging provincial legislation.
- Public Hearings
 - Mandatory = OCP amendment or where a zoning bylaw is not consistent with City Plan
 - Discretionary = Council decides to hold/not to hold a public hearing where bylaw is consistent with City Plan
 - Prohibited = Zoning bylaw is consistent with City Plan and is primarily residential development (greater than 50% of gross floor area)
- Public Notification
 - New requirement for notification prior to first reading where a public hearing is not held/prohibited



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Public Information Meetings

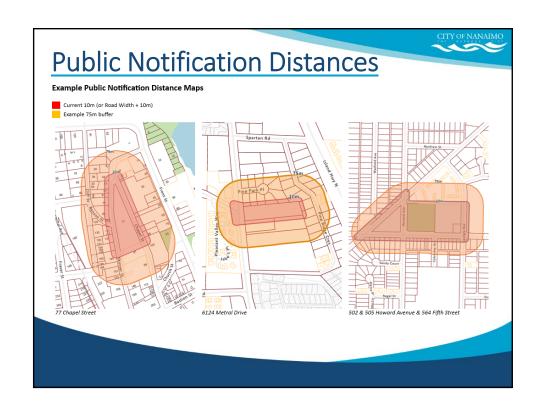
- Current practice, voluntarily hosted by applicants (OCP/zoning bylaw amendments and significant development permits)
- Purpose of meetings:
 - Informal (open house) outreach earlier in the process
 - Share information and answer questions
 - Allows for discussion and adjustments to proposal
- Reinforces Council policy for early and open dialogue particularly for more significant development proposals
- Other jurisdictions require PIMs
- Recommend requiring for OCP and/or zoning bylaw amendments, and significant development permits with variances that cannot be delegated for approval (e.g. >100 units)



Public Notification

- Required by the Local Government Act (OCP/zoning bylaw amendments, temporary use permits & development variance permits)
- Development Procedures & Notification Bylaw establishes the notification distance from the subject site (10m, or road width plus 10m)
- Notification requirements vary among other jurisdictions:
 - OCP/zoning bylaw amendments (ranging 30m to 100m)
 - DVPs/TUPs (adjacent properties only up to 100m)
- Recommend maintaining existing notification distance for DVPs and TUPs; and increasing from 10m to 75m for OCP/zoning bylaw amendments







Options

Public Information Meetings (PIM):

 Require PIMs for OCP and/or Zoning Bylaw amendments, and Development Permits with variances that cannot be delegated for approval (with Director discretion to waive).

OR

2. Maintain existing practice of encouraging voluntary PIMs OCP and/or Zoning Bylaw amendments, and significant Development Permits.

Public Notification Distances:

- Increase the required notification distance for OCP and/or Zoning Bylaw amendments from 10m (or road width plus 10m) to 75m.
- Maintain existing notification distance of 10m (or road width plus 10m) OCP and/or Zoning Bylaw amendments in the Development Procedures and Notification Bylaw.



Next Steps

- Prepare draft Development Procedures and Notification Bylaw for consideration at upcoming Council meeting
- The bylaw will include other updates to administrative procedures and templates



QUESTIONS?