CITY OF PORT COQUITLAM
DEVELOPMENT PROCEDURES BYLAW, 2013
Bylaw No. 3849

The Council of the Corporation of the City of Port Coquitlam, in open meeting assembled, enacts as follows:

Citation

This Bylaw may be cited for all purposes as the "Development Procedures Bylaw, 2013, No. 3849.

1. Definitions

In this Bylaw:

Application means a complete request on the application form provided by the City of Port Coquitlam to:

1) amend an Official Community Plan ("OCP") or Zoning Bylaw;
2) issue or amend a permit under Part 14 or Part 15 of the *Local Government Act*;
3) obtain a decision on a liquor license application in accordance with the *Liquor Control and Licensing Act* and Regulation;
4) obtain a decision on cannabis retail license in accordance with the *Cannabis Control and Licensing Act* and Regulation;
5) obtain a decision on an application for the inclusion, exclusion, or subdivision of lands or a non-farm use within the Agricultural Land Reserve ("ALR") pursuant to the *Agricultural Land Commission Act; and*
6) obtain a decision on an application for conversion into strata lots of a previously occupied building pursuant to the *Strat Property Act*.

Committee means a standing, select, or other committee of Council.

Designation means a land use designation pursuant to the provisions of the OCP.

Development permit – specialized means a development permit for a small-scale residential building, a watercourse development permit for a site within an agriculture (A) or residential small-scale (RS) zone and a development permit (environmental conservation) within an institutional zone (P1 and P2).

Dwelling unit means a self-contained suite of rooms used or intended to be used as a domicile by one family and containing cooking, eating, living and sanitary facilities.

Small-scale residential building means a building containing two or more dwelling units or an accessory dwelling unit on a lot located within the RS (Residential Small-Scale) zones.

Text amendment means a change to a policy, land use designation or regulation of the OCP or Zoning Bylaw which is not a site-specific change.

Zone means a land use zone pursuant to the Zoning Bylaw of the City of Port Coquitlam.

2. Administrative Provisions

1) The Corporate Officer and Director of Development Services are jointly responsible for administration of this Bylaw.

2) If any section, subsection or sub-subsection of this bylaw is held invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining portions of the bylaw.

3. Application Procedures and Requirements

1) An application shall be made to the Director of Development Services and must include such information as is required by the Director of Development Services to evaluate the application.

2) All applications shall specify and include:

   a) the name, address and contact information for the applicant;

   b) where the application is made by an agent, the name and address of the owner(s), and a Letter of Authorization signed by the owner(s); and,

   c) the street address and legal description of the subject parcel(s), other than an application for a text amendment.

3) All applications shall include, as deemed applicable by the Director of Development Services:

   a) a description of the present and proposed development or change in land use;

   b) identification of applicable policies and regulations of the Regional Growth Strategy, OCP and Zoning Bylaw and any proposed changes to these policies and regulations;

   c) a completed Development Checklist;

   d) a statement indicating why the application is considered to be in the public interest and assesses its potential social, environmental and economic impacts;

   e) one printed copy and one electronic copy of dimensioned plans drawn to scale including the date and a north arrow specifying the following:

      i) context including abutting streets, lanes and buildings,
      ii) location of existing and proposed property lines,
      iii) location of existing and proposed buildings and structures,
      iv) floor plan of proposed buildings,
      v) elevations of proposed buildings and structures,
      vi) location, type, layout and paving materials for parking spaces, parking aisles and loading areas,
      vii) easements, rights-of-way or other restrictions registered on title,
      viii) location and type of existing trees, proposed tree retention areas and landscaping, and
      ix) for applications within an environmental conservation

development permit area designation, details illustrating the energy conservation, water conservation, and GHG emission reduction components of the proposal.

f) any additional information or documents that in the opinion of the Director of Development Services is required to evaluate the application, at the cost of the applicant.

4) An applicant may request reconsideration by the Council of the information requirements imposed in respect of an application within 30 days of the date the Director of Development Services communicated the requirements. A request for reconsideration must be delivered in writing to the Corporate Officer and must set out the grounds on which the applicant considers the requirement is inappropriate and what, if any, requirement the applicant considers the City ought to substitute.

4. Fee Procedures

1) All applications, including requests to extend the time for consideration of an application, shall be accompanied by a fee calculated in conformance with the Fees and Charges Bylaw.

2) Where an applicant has obtained third reading of an amending bylaw and met all established requirements to be considered for adoption in a timely fashion, but such consideration is pending, the additional fee for extension may be waived at the sole discretion of the Director of Development Services.

3) Where the Committee or Council requires a Public Meeting prior to its decision on an application for a development permit or heritage alteration permit, the applicant shall submit the Public Meeting fee prior to the date of the Meeting.

4) Where an application results solely from a request by the City that the property owner apply for the application, no application fee shall be payable.

5. Public Notification and Signage

1) Notice of a Public Hearing shall be mailed or otherwise delivered at least 10 days before the date of the Hearing to the owners and occupiers as at the date of the first reading of the Bylaw:

   a) of any parcel that is subject to the application; and

   b) within a distance of 120 m (393.7 feet) from any part of a parcel that is subject to the application.

2) When a public hearing is prohibited or waived for a bylaw amendment application as per Section 464 of the Local Government Act, notice of the first reading of the bylaw shall be mailed or otherwise delivered at least 10 days before the date of the first reading of the bylaw to the owners and occupiers as at the date of the mailing or delivery of the notice:

   a) of any parcel that is subject to the application; and

   b) within a distance of 120 m (393.7 feet) from any part of a parcel that is

subject to the application.

3) Notwithstanding Sections 1 and 2 of this Division, notices may not be mailed or delivered if 10 or more parcels owned by 10 or more persons are the subject of the bylaw amendment or permit.

4) Notice of an application for a temporary use permit or a development variance permit shall be mailed or otherwise delivered at least 10 days before adoption of the resolution to issue the permit to the owners and occupiers as at the date of the mailing or delivery of the notice:

   a) of any parcel that is subject to the application; and

   b) within a distance of 40 m (131.2 feet) from any part of a parcel that is subject to the permit application.

5) Notice of an opportunity for public input shall be mailed or otherwise delivered at least 10 days before the date of public consideration to the owners and occupiers:

   (a) of any parcel that is subject to the application; and

   (b) within a distance of 120 metres (393.7 feet) from any part of a parcel that is subject to the application.

6) When a Public Meeting is required by Committee or Council, notice of the public meeting shall be mailed or delivered in the same manner as a Public Hearing in Section 1 of this Division.

7) Notwithstanding Sections 1 to 6 of this Division, notices are only required to be provided in accordance with the minimum standards specified in the *Local Government Act* during events that result in public postal service disruption.

8) All applicants for an OCP amendment, rezoning bylaw, liquor licence, cannabis licence and development permit other than a specialized development permit must post a notice on the subject property advertising the application within 30 days of submitting the application, ensure the notice remains upright and readable until the development has been approved or rejected, and remove the notice following a decision on the application within 30 days.

9) Notice pursuant to Section 7 of this Division shall comply with the following requirements:

   a) minimum dimension of 122 cm by 244 cm (4’ x 8’);
   b) located in a highly visible location facing the street and, in the case of a parcel abutting streets at the front and rear of the lot and open to traffic, posted to face both streets;
   c) contain the following information:
      i. type of application(s),
      ii. address or legal description of the property(ies),
      iii. development application number(s),
      iv. name and phone number of applicant,
      v. description of proposed development,

vi. a context map with the subject property and, if applicable, proposed building siting outlined in red or, for a development permit application, a drawing illustrating the design of the proposed development,

vii. if applicable, date of public hearing, public meeting or opportunity for public input (to be added when known),

viii. date of posting, and

ix. Planning Division contact information including phone number.

6. Bylaw Amendment Procedures

1) Where an application for a bylaw amendment has been made in conformance with this Bylaw:

(a) the Director of Development Services shall have a report prepared advising the Committee or Council of the merits of the application; and

(b) the Corporate Officer shall have the report from the Director of Development Services or the Committee placed on an agenda of a meeting of Council.

2) Committee or Council shall:

a) request additional information prior to making a decision;

b) make a decision to either hold a Public Hearing on an application for a bylaw amendment, or;

c) waive the Public Hearing requirement on an application to amend the Zoning Bylaw where the proposed bylaw is consistent with the OCP; or

d) refuse the application

within two years from the date of application, unless the time for consideration by Council of the application is extended by a written approval of the Director of Development Services.

3) Notwithstanding Section 2 of this Division, Council must not hold a Public Hearing on an application to amend the Zoning Bylaw where the proposed bylaw is consistent with the OCP and the purpose of the bylaw is to permit a development that is at least 50% residential in floor area, or where the purpose of the proposed bylaw is to comply with Section 481.3 of the *Local Government Act.*

4) Every amending bylaw not adopted by the Council within two years from the date the amending bylaw was given third reading shall not be considered for adoption unless the Committee or Council extends the time for consideration of its adoption for a period of up to one year from the initial two-year period.

5) No more than one extension may be given to an amending bylaw. An application, in relation to which the amending bylaw has not received Final Reading at the end of the first anniversary of its original expiry date or the last business day prior to this anniversary, shall be closed permanently.

6) Where an application for a bylaw amendment is refused by Council, no subsequent application for the same amendment may be submitted for a period of six months, subject to Section 460(3) of the *Local Government Act*.

7) Nothing in this Division or any action taken by the Council hereunder requires the Council to adopt any proposed bylaw.

7. Permit Procedures

1) Where an application for a temporary use permit, heritage alteration permit, development permit and development permit in an institutional zone has been made in conformance with this Bylaw:

a) the Director of Development Services shall have a report prepared advising the Committee of the merits of the application;

b) the report from the Director of Development Services shall be placed on an agenda of a meeting of the Committee; and

c) the Committee shall:

i) refuse the application;

ii) request additional information prior to a decision;

iii) hold a Public Meeting prior to a decision;

iv) forward the application to Council for a decision; or

v) issue the permit subject to the requirements and conditions per the *Local Government Act*.

d) Prior to Council consideration of an application for temporary use permit, notice must be given in accordance with Section 4 of Division 5.

2) Where the Committee or Council refuses a permit, no subsequent application for the same permit may be submitted for a period of six months, subject to Section 460(3) of the *Local Government Act*.

3) Where an application for a specialized development permit other than a permit within an institutional zone has been made in conformance with the application requirements of this Bylaw, the Director of Development Services shall:

a) refuse the application;

b) request additional information prior to making a decision;

c) forward the application to the Committee for a decision, or

d) approve the application subject to requirements and conditions as per Section 489, 490, and 501 of the *Local Government Act*.

4) Where an application for a specialized development permit has been refused by the Director of Development Services, an application for development permit may be submitted in conformance with the application requirements of this Bylaw and be processed in accordance with Section 1 of this Division.

5) Where an application for a minor alteration to a development permit has been submitted:

a) the Director of Development Services shall:

i) refuse the application;

ii) request additional information prior to making a decision;

iii) forward the application to the Committee for a decision; or

iv) approve the application subject to requirements and conditions as per Sections 489, 490, 491 and 501 of the *Local Government Act.*

8. Application Expiry and Renewal

1) An application shall expire unless it is considered in conformance with the provisions of this Bylaw within two years from the date of application.

2) An application for a permit which is expired shall be closed permanently unless renewal of the application for a period of up to one year is authorized by the Director of Development Services prior to the date of expiry.

3) Any permit which has not been registered at the Land Title Office within 12 months from the date the permit was issued shall not be registered unless an extension of the time for registration for a period of up to one year is approved by the Director of Development Services.

4) No more than one extension may be given. An application, in relation to which the permit has not been registered at the end of the first anniversary of its original expiry date or the last business day prior to this anniversary, shall be closed permanently.

5) A temporary use permit may be renewed only once for a period of up to three years.

9. Development Variance Permit Procedures

1) Where an application for a development variance permit has been made in conformance with this Bylaw:

a) the Director of Development Services shall have a report prepared advising the Committee of the merits of the application;

b) the Committee shall:

i) request additional information prior to making a decision; or

ii) instruct the Corporate Officer to give the notice in accordance with Section 4 of Division 5; and

iii) forward the application to Council for a decision.

c) The Corporate Officer shall have the report from the Committee placed on an agenda of a meeting of Council and the Council shall:

i) refuse the application; or

ii) approve the application.

2) Where an application for a minor development variance permit has been made in conformance with this Bylaw and complies with the criteria in Schedule B of the Delegation of Authority Bylaw:

(a) the Director of Development Services after considering the guidelines in Schedule C of the Delegation of Authority Bylaw shall:

(i) refuse the application;

(ii) request additional information prior to making a decision;

(iii) forward the application to Council for a decision; or

(iv) approve the application subject to the requirements and conditions as per Sections 498.1 and 501 of the Local Government Act.

10. Watercourse Development Permit Procedures

1) This Division applies to areas within a watercourse development permit area designation.

2) In this Division,

Active floodplain means an area of land within a boundary that is indicated by the visible high-water mark or water level of a stream that is reached during annual flood events as evidenced by riparian area conditions described in the definition of "riparian area".

Class A watercourse means a watercourse identified as "Class A" or "Class A(O)" in the OCP.

Class B watercourse means a watercourse identified as "Class B" in the OCP.

Crest of dike means the edge of the crown of the dike on the river side of the dike.

Existing vegetation means native and non-native vegetation.

Fish means all life stages of:
(i) salmonids,
(ii) game fish, and
(iii) regionally significant fish.

Fish bearing watercourse means a watercourse in which fish are present or potentially present if introduced barriers or obstructions are either removed or made passable for fish and including Class A watercourses.

Fish habitat means the areas in or about a stream such as spawning grounds and nursery, rearing, food supply and migration areas on which fish depend directly or indirectly in order to carry out their life processes.

Invasive species means plants that compete for space, light, water, and nutrients with endemic riparian species and may include, but not be limited to, Himalayan Blackberry, American Bittersweet, Scotch Broom, Purple Loosestrife, English Ivy,

Himalayan Balsam, Japanese Knotweed, Giant Knotweed, Morning Glory, Vinca and reed canary grass.

Natural boundary means the visible high-water mark of any lake, river, stream or other body of water where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark on the soil of the bed of the body of water, a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself.

Non-fish bearing watercourse means a watercourse that is not inhabited by fish and provides water, food and nutrients to a downstream fish bearing watercourse or other water body including Class B watercourses.

Non-permanent watercourse means a watercourse that typically contains surface water or flows for periods less than six months in duration, as confirmed by a qualified professional.

Permanent structure means any building or structure that was lawfully constructed, placed or erected on a secure and long-lasting foundation on land in accordance with any local government bylaw or approval condition in effect at the time of construction, placement or erection.

Permanent watercourse means a watercourse that typically contains continuous surface waters or flows for a period more than six months in duration, as confirmed by a qualified professional.

Potential vegetation means an area of land that is considered to have a reasonable ability for regeneration either with assistance through enhancement or naturally, as confirmed by a qualified professional, and is considered to not exist on that part of an area covered by a permanent structure.

Qualified professional means an applied scientist or technologist specializing in an applied science or technology relevant to the matters dealt with in this Watercourse Development Permit area designation including, but not necessarily limited to, agrology, biology, engineering, geology, hydrogeology, landscape architecture, architecture, land surveying, or land use planning; and:

i) who is registered in BC and in good standing with their appropriate professional organization, and

ii) who, through demonstrated suitable education, experience, and accreditation and knowledge relevant to the particular matter, may be reasonably relied upon to provide advice within their area of expertise.

Riparian area means the area adjacent to a stream that may be subject to temporary, frequent or seasonal inundation, and supports plant species that are typical of an area of inundated or saturated soil conditions, and that are distinct from plant species on freely drained adjacent upland sites because of the presence of water.

Top-of-bank means:

i) the point closest to the boundary of the active floodplain of a watercourse where a break in the slope of the land occurs such that the grade beyond the break is flatter than 3:1 at any point for a minimum

distance of 15 metres measured perpendicularly from the break, as confirmed by a qualified professional; and

ii) for a floodplain area not contained in a ravine, the edge of the active floodplain where the slope of the land beyond the edge is flatter than 3:1 at any point for a minimum distance of 15 metres measured perpendicularly from the edge, as confirmed by a qualified professional.

Watercourse protection area means an area adjacent to a stream that links aquatic to terrestrial ecosystems and includes both the riparian area vegetation and the adjacent upland vegetation that exerts an influence on the stream.

Watercourse means a body of water or a source of water supply, whether usually containing water or not, a pond, lake, river, creek, brook, ditch, spring or wetland that is integral to a watercourse and provides fish habitat and includes surface drainage works that are inhabited by or provide habitat for fish.

Wetland means land that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support and under normal conditions that supports vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs, fens, estuaries and similar areas that are not part of the active floodplain of a stream.

3) Information designation:

a) All applications shall include a report prepared by a qualified professional that contains the following additional information:

i) Topographic contours at intervals of one metre, as established by a BC Land Surveyor (BCLS);

ii) Description of all permanent and non-permanent watercourses including the location of the natural boundary, top-of-bank and crest of dike, as applicable;

iii) Inventory, date stamped photographs and description of significant natural biophysical features on the site including:

- linkage to other habitats within the same watershed;
- soil and terrain conditions;
- any potential hazard of land slippage, bank erosion, flooding, or drainage blockage;
- significant trees showing diameter at breast height, species, and drip-line, including trees on adjacent properties with root zones or canopies on the subject property;
- other major vegetation;
- wildlife species and potential species-at-risk, including their habitats; and
- nests of hawks, owls, other raptors, herons and any species protected by the *Wildlife Act*.

iv) A detailed project description including:

- dimensions, location, and footprint of existing and proposed

buildings and structures;

- excavation areas, depth of excavation, and fill requirements and locations;
- location and depth of underground foundations including parking areas;
- dimensions, location, and footprint of existing and proposed impervious surfaces, such as driveways, walks, and patios;
- building setbacks as defined by the Zoning Bylaw;
- proposed building site coverage, floor area, height, number of storeys, number of units, and parking requirements;
- site grading plans including existing and proposed grades at corners of buildings, driveways, and other structures, and cut and fill areas that may affect the watercourse protection area;
- proposed drainage, collection, retention, and discharge works, as well as calculations showing the effect of these works on pre-development runoff rates in receiving waters;
- vegetation and land areas of the watercourse protection area proposed to be disturbed.

v) An environmental assessment of the proposed watercourse protection area which shall include:

- location of the watercourse protection area and the identification of existing and potential areas of vegetation;
- Any proposed variation in the location of the boundaries of the watercourse protection area;
- the rationale and criteria for any variation in the location of the watercourse protection area;
- an assessment of the effects of the proposed development on the natural environment, ecosystems, and biodiversity of the watercourse protection area, including fish and wildlife habitat and the effects of proposed development on vegetation – watercourse interactions and groundwater flows;
- proposed mitigation measures to protect, restore, and enhance the watercourse protection area and to reduce the impacts of development on this area; and,
- proposed construction and erosion control.

vi) An environmental protection plan that defines guidelines to prevent or minimize disturbance to fish and wildlife and

- prescribes guidelines according to best management practices that minimize disturbance and impacts on fish and wildlife, and their habitats;
- addresses in stream work, disposal of storm water runoff from the site, erosion and sediment control, silt fences, fish salvage activities, wildlife and wildlife habitat protection, construction timing, vegetation protection, spill response, and environmental monitoring and reporting;

- defines schedules, in consultation with environmental agencies, for in stream and near-stream work for such time windows and for watercourse conditions that are suitable for watercourse work without harming fish; and
- defines how monitoring and compliance with guidelines will be assured prior, during, and after land clearing, site preparation, and construction.

vii) A watercourse protection area management plan including the following:

- a survey plan prepared by a BCLS identifying the watercourse protection area and its tenure;
- A scale drawing of the site, location and type of riparian planting, and plant list including species and plant size and commitments for how they will be maintained, including provisions for replacing unhealthy, dying or dead plants;
- A description of how human intrusions into the watercourse protection area will be controlled, including the design of fencing or landscape barriers;
- a description of how the applicant will comply with schedules and deadlines of the OCP; and
- enforceable provisions for monitoring and ensuring compliance with the Plan by the applicant and future owners of the lot or lots.

4) Notwithstanding Section 3, application and information requirements for a watercourse development permit in an agricultural or small-scale residential zone may be amended or waived by the Director of Development Services.

11. Licensed Establishments Procedures

1) This Division applies to all liquor license applications and cannabis licence applications referred to Council under the Liquor Control and Licensing Act and Regulation and Cannabis Control and Licensing Act and Regulation which do not require a rezoning under the Zoning Bylaw.

2) An application for a resolution or comment regarding a liquor or cannabis licence shall be made to the Director of Development Services and shall include such information as is required by the Director of Development Services to evaluate the application.

3) Where a cannabis licence application or a major liquor licence application has been made in conformance with this bylaw:

a) the Director of Development Services shall have a report prepared advising the Committee of the merits of the application;

b) the report from the Director of Development Services shall be placed on an agenda of a meeting of the Committee;

c) the applicant shall be provided with a copy of the report and shall be given notice of the time and place of the Committee meeting.

4) Upon receipt of the report of the Director of Development Services made pursuant to the provisions of this Division, the Committee may:

   a) adopt a resolution on the application in accordance with the Liquor Control and Licensing Act and Regulation and Cannabis Control and Licensing Act and Regulation; or

   b) instruct that further information be obtained; or

   c) request that a Public Hearing be held by the Council; or

   d) opt out of providing comment.

5) If the Committee requests that a Public Hearing be held, the Director of Development Services and the Corporate Officer shall take the necessary administrative action to process, advertise, and notify residents and property owners in the same manner that would be done if the application were an application for an amendment to the Zoning Bylaw and the requirements of Section 466 of the *Local Government Act* shall be deemed to apply with the exception that the distance for notification of adjacent properties shall be 240 metres (788 feet).

6) The Public Hearing shall be conducted in the same manner as a Public Hearing on a Zoning Bylaw amendment.

7) Following a Public Hearing, the Council shall:

   a) adopt a resolution on the application in accordance with the *Liquor Control and Licensing Act* and Regulation and *Cannabis Control and Licensing Act* and Regulation; or

   b) instruct that further information be obtained; or

   c) advise the applicant that, unless a referendum is completed and the results considered by Council within 60 days, Council deems that the application is not supported.

8) Where the Council proceeds under Section 7 c) the applicant shall have seven days from notice of Council's decision to confirm whether the applicant wishes to proceed with a referendum and, if so, to acknowledge responsibility for the cost of the referendum.

9) The following provisions shall apply to every referendum:

   a) The referendum shall be carried out by way of a door-to-door survey of the owners and occupiers of property within a distance of 240 metres (788 feet) from any part of a parcel that is subject to the application;

   b) The referendum shall be conducted by an independent contractor engaged by the City and the applicant shall have no contact with the contractor;

   c) The total cost of holding the referendum shall be borne by the applicant;

   d) Prior to engagement of the contractor, the applicant shall pay to the City

the estimated cost of the referendum or provide security for the estimated cost in a form and amount satisfactory to the Director of Development Services; and

e) The contractor shall make all reasonable efforts to contact the owners and occupiers of property but a failure to contact all owners and occupiers shall not invalidate the referendum.

10) When, a referendum is held or further information is required by Council, the results of the referendum and any information obtained shall be conveyed to Council by the Director of Development Services and the Council shall adopt a resolution on the application in accordance with the *Liquor Control and Licensing Act* and Regulation.

11) Where a minor liquor licence application as described by the Liqour Establishment Policy has been made in conformance with this bylaw, the Director of Development Services shall consider the application on its merits and either:

(a) provide comment to the BC Liqour and Cannabis Regulation Branch, or

(b) opt out of providing comment.

12. Strata Title Application Procedures

1) Where an application for a strata title conversion has been submitted, the Director of Development Services shall:

i) refuse the application until specified terms and condition are met;

ii) forward the application to the Committee for a decision; or

iii) approve the application, which may include specified terms and conditions.

2) Where an application under this Division has not been completed within 12 months from the date of approval of the strata title application, the Corporate Officer shall not sign the required strata plans unless the Director of Development Services extends the time for completion for a period of up to one year.

3) More than one extension may be given under this Division providing, however, that an application not completed at the end of the third anniversary of its original expiry date or the last business day prior to this anniversary, shall be closed permanently. A similar application can be made for the same property on the day following the closure of the application.

13. Agricultural Land Commission Act Application Procedures

1) Where an application other than a subdivision application pursuant to the provisions of the *Agricultural Land Commission Act* has been made in conformance with this Bylaw:

i) the Director of Development Services shall have a report prepared

advising the Committee or Council of the merits of the application; and

ii) the Corporate Officer shall have the report from the Committee or the Director of Development Services placed on an agenda of a meeting of the Committee or Council.

2) Council may:

i) not authorize the application to proceed to the Agricultural Land Commission;

ii) provide an opportunity for public input on the application prior to determining if the application will proceed to the Agricultural Land Commission; or

iii) authorize the application to proceed to the Agricultural Land Commission.

3) A decision on an application shall be made by the Committee or Council within two years from the date of application, unless the time for consideration of the application is extended by a written approval of the Director of Development Services.

14. Security

1) Security for landscaping shall be in the form of an irrevocable Letter of Credit or cash from a financial institution acceptable to the Financial Officer.

2) The security amount shall be:

a) For a development permit other than in a small-scale residential zone, 110% of the value of the landscaping work as determined by a registered British Columbia Landscape Architect;

b) For a development permit in a small-scale residential zone, $5000.00, or $2500.00 for a development permit for an accessory dwelling unit only;

c) For a watercourse development permit in a zone other than an agricultural, or small-scale residential zone, 110% of the cost to ensure compliance with the watercourse protection area management plan including the value of landscaping work to restore areas intended to be kept in a natural state; and

d) For a watercourse development permit in an agricultural or small-scale residential zone, 110% of the cost to ensure compliance with the landscape requirements of the permit.

3) Notwithstanding Section 2 of this Division, where a phased strata development is the subject of the development permit, the landscaping security may be set at 110% of the value of Phase 1 landscaping or $35,000 whichever is greater.

4) Where landscaping security is provided phase by phase, the security for the completed phase may be extended to the next phase, but at no time shall the security represent less than 110% of the phase to be constructed or $35,000 whichever is greater.

15. Repeal

The "Development Procedures and Fees Bylaw, 2008, No. 3632", including all amendments is hereby repealed.

Read a first time by the Municipal Council this 15th day of October, 2013.

Read a second time by the Municipal Council this 15th day of October, 2013.

Read a third time by the Municipal Council this 15th day of October, 2013.

Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam
On this 28th day of October, 2013.

GREG MOORE
Mayor

SUSAN RAUH
Corporate Officer

RECORD OF AMENDMENTS

Amendment Bylaw	Section	Date
3998	1, 3, 5, 7, 9, 11, 14	2017 04 11
4100	Cannabis licensing	2019 02 05
4214	Section 5	2021 02 09
4317	Section 6	2023 05 16
4376	1, 3, 5	2024 06 25
4419	Section 5.6 (postal service)	2025-11-04
4445	Section 11	2026-07-14