



# PEACE RIVER REGIONAL DISTRICT

## Committee of the Whole Meeting Agenda

November 21, 2024, 10:00 a.m.  
1981 Alaska Avenue, Dawson Creek, BC

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Pages

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. GALLERY COMMENTS OR QUESTIONS
4. DELEGATIONS
  - 4.1 Development Services Re: Development Application Procedures, Fees and Delegation Bylaw No. 2558, 2024 2  
Ashley Murphey, General Manager of Development Services  
Devin Croin, Planner 3  
Adam Morton, Planner 2
5. REPORTS
6. MEDIA QUESTIONS
7. ADJOURNMENT



PEACE RIVER REGIONAL DISTRICT

# Development Application Procedures, Fees and Delegation Bylaw No. 2558, 2024

Development Services

November 21, 2024

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## Proposed Bylaw Updates

- Formatting Changes
- Definitions
- Applicability of the Bylaw
- Delegation of Authority
- Application Requirements
- Inclusion of OCP/Zoning Amendment Application requirements for Wind Energy Generation Projects
- Inclusion of File Closure Policy into the Bylaw
- Inclusion of ALR Exclusion Application Policy into the Bylaw
- Public Hearing Requirements/Public Information Meetings
- Provision of Security
- Updated Fee Schedule



## Rationale for the Changes

### Legislative Changes

- Provincial changes to the *Local Government Act* that have impacted development processes

### Strengthen Language

- To better reflect best practices
- Provide more certainty for applicants

### Public Accessibility

- Improve ease of access to information for public users
- Reduce the number of policies that currently need to be referred to

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## Rationale for the Changes Cont.

### Corporate Software Solution

- Effort to digitize development applications, ensuring that the processes being mapped within the software are clear and accurate

### January 1, 2025, Effective Date

- To ensure staff have adequate time to update documents/forms and notify the public

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## Changes

### Formatting

- The entire bylaw has been reformatted to ensure it is more accessible

### Definitions

- A definitions section has been created and includes 15 definitions
- Definitions to provide context and clarity for various terms used throughout the bylaw

### Applicability of the Bylaw

- Board of Variance and Telecommunication Antenna System (TAS) applications are to be no longer applicable in the proposed bylaw
- Liquor Licence Referral and ALR Exclusion applications are now included

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## Changes Cont.

### Delegation of Authority

- Delegate the Approval of Minor Variances to Staff
  - Minor Variances are variances with a request that is less than 15% for setbacks and accessory building floor area only
  - Applicants with variances that do not meet these parameters will be directed to apply for a regular Development Variance Permit, which will require Board consideration
- Delegate Temporary Use Permit (TUP) Renewals to staff
  - Only renewals are proposed to be delegate to staff, provided that the permit renewal is consistent with the current OCP
  - Initial TUP applications or TUP renewals that are not consistent with the current OCP will require Board consideration

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## Changes Cont.

### Delegation of Authority Cont.

- Delegate responses to Liquor Licence Referral Applications from the Liquor and Cannabis Regulation Branch (LCRB)
  - Liquor Licence Referral applications that require a "community input process" will continue to be directed to the Regional Board for consideration
  - This change will **not** affect Cannabis Referral applications, as those applications will continue to go to the Regional Board for consideration

### Application Requirements

- Application requirements have been updated to provide applicants with a clear understanding of what information must be submitted
- A well-defined list of landscape plan requirements have been added to provide clear direction

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## Changes Continued

### Inclusion of OCP/Zoning Amendment Application requirements for Wind Energy Generation Projects into Bylaw

- Application requirements have been pulled from the PRRD Regional Board Wind Energy Generation Project Application Guidelines
- The Guideline document will remain, as there are siting requirements in the guidelines that cannot be included in this bylaw

### Inclusion of File Closure Policy into Bylaw

- Staff have included the File Closure Policy in the proposed bylaw
- File closure times have been shortened to be more appropriate for applications that have been stalled by the applicant
- Proposed changes are in the table on next slide

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File Closure Dates		
<u>Application Type</u>	<u>Stage of Application</u>	<u>Timeline of Closure</u>
Permits	Applications Awaiting Payment	Existing: 3 Months <b>Proposed: 1 Month</b>
	Applications Stalled by Applicant	Existing: 12 Months <b>Proposed: 3 Months</b>
Bylaw Amendments	Applications Awaiting Payment	Existing: 3 Months <b>Proposed: 1 Month</b>
	Applications Stalled by Applicant	Existing: No Readings: 12 Months 1st/2nd Reading: 12 Months After 3rd Reading: 24 Months
		<b>Proposed:</b> No Readings: 3 Months 1st/2nd Reading: 6 Months After 3rd Reading: 12 Months

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## Changes Continued

### Inclusion of ALR Exclusion Application Policy into the Bylaw

- Staff have included the ALR Exclusion Application Policy into the proposed Bylaw
- Recommended to be added for clarity and ease of reference for the public

### Public Hearing Requirements/Public Information Meetings

- Public Hearing procedures now provide language on when a Public Hearing must not be held and when a Public Hearing is permitted not to be held, according to the *Local Government Act*
- Public Information Meetings are intended to allow for additional engagement earlier on in the development process, when necessary



## Changes Continued

### Public Hearing Requirements/Public Information Meetings Cont.

- They can be requested by either the Board or Staff, and arranged/hosted by Staff with Board participation optional
- Public Information Meetings **cannot** substitute Public Hearing requirements

### Provision of Security

- The security section has been overhauled to clearly outline when securities are required, the amount of security that is required and how the securities will be returned
- Landscaping securities, remediation securities, performance securities and securities related to the issuance of work camps have all been addressed

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## Changes Continued

### Fee Schedule

- Most fees have been updated based on the evaluation of fees from other regional districts and municipalities with similar populations to the PRRD's member municipalities
- Three new fees are proposed
  - Temporary Use Permit Renewal fee
  - Development Permit Amendment fee
  - Liquor Licence Referral application fee
- Fee amounts for Telecommunication Antenna System (TAS) and Board of Variance applications are proposed to be moved to the Miscellaneous Fees and Charges Bylaw



## Proposed Fee Schedule

Application Type	Average Fee Charged Based on Comparable Communities	Current Fee	Proposed Fee	Increase
OCP Amendment	\$1540.11	\$1000.00	\$1500.00	\$500.00
Zoning Amendment	\$1703.80	\$650.00	\$1000.00	\$350.00
Combined OCP/Zoning Amendment	\$2610.83	\$1050.00	\$2000.00	\$950.00
Temporary Use Permit	\$1078.72	\$350.00	\$750.00	\$400.00
Temporary Use Permit Renewal	\$813.03	N/A	\$350.00	<i>New Fee</i>
Development Permit	\$784.88	\$165.00	\$250.00	\$85.00
Development Permit Amendment	\$724.59	N/A	\$200.00	<i>New Fee</i>
Development Variance Permit	\$757.35	\$165.00	\$500.00	\$335.00
Liquor Licence Referral Application	\$985.27	N/A	\$150.00	<i>New Fee</i>
Agriculture Land Reserve Exclusion	\$1500.00	\$1500.00	\$1500.00	<i>No Change</i>



# Questions?





## PEACE RIVER REGIONAL DISTRICT

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 **Peace River Regional  
District Official Page**

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