

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: October 7, 2025
Meeting Type: Regular Council Meeting

Prepared by: Carie Liefke, Manager of Current Planning
Department: Planning and Development

Title: UBCM – 2024 Local Government Development Approvals Program | P2024-003
Description: Lake Country Integrated Process Review – Development Approvals Program Grant Project Summary

RECOMMENDATION

THAT the Development Application Process Review Final Report, attached to the report from the Planning and Development Department dated October 7, 2025, be endorsed in principle.

EXECUTIVE SUMMARY

This report is intended to provide Council with an update on the \$145,000 grant from UBCM which was received to fund the cost of revamping the development approvals process. This work was carried out in 2024 and 2025, and consisted of an in-depth review of the current process and a re-write of the procedures and various application documents.

The internal procedures have been aligned with current legislation and industry best practices. Internal documents have been revised to reflect the updated procedures and external documents (i.e. application forms and information bulletins) have been created to help ensure developers and the general public are informed. These documents should help ensure a streamlined development application process.

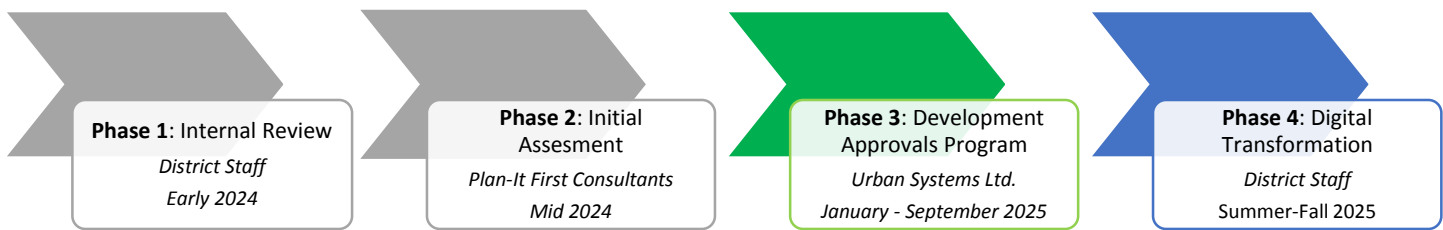
While much of the process and documentation has been updated, the digital transformation process (i.e. digital applications and forms) is still in the implementation stage.

Final reporting for this grant funded project will be forwarded to UBCM in October 2025.

DISCUSSION/ANALYSIS

The District of Lake Country was awarded a \$145,000 grant from the Local Government Development Approvals Process Review (DAPR) program administered by the Union of BC Municipalities (UBCM). This grant funded the the Districts integrated process review (i.e. review of the development approvals processes). The grant was applied for in March 2024 and awarded in May 2024.

The project was broken into four phases, as shown in the figure below, to complete initial improvements internally, complete an initial external review, to create a renewed approvals process, and finally to implement the process digitally. Phase 1 and 2 of this initiative were completed in 2024, and Phases 3 and 4 were conducted in 2025.



Date	Event
2024-02-20	Regular Council Meeting resolution 2024-02-041 <i>THAT the grant application in the amount of \$150,000 to UBCM Local Government Development Approvals Program for the purposes of retaining a consultant to review the development approvals process including the OCP, Zoning Bylaw and Development Approvals Procedure Bylaw, be supported;</i> <i>AND THAT the District of Lake Country be responsible for the overall grant management.</i>
2024-02-22	Grant application submitted
2024-05-29	Grant awarded
2024-06-01	Phase 1 (Preliminary Internal Actions by District staff)
2024-10-28	Phase 2 (Initial Assessment by Plan-It First Consultants Ltd.)
2024-12-06	Phase 3 (Development Approvals Program Review by Urban Systems Ltd.)
2025-10-07	Regular Council Meeting – Summary of Development Approvals Program grant.

PHASE 1 – PRELIMINARY INTERNAL ACTIONS

The scope of Phase 1 included the review and completion of initial actions that were completed internally. This included:

1. Amendments to the Official Community Plan to streamline the development permit process, including expansion of exemption criteria, and administrative updates for consistency and clarity. Adoption of amendment Bylaw 1225 and Bylaw 1226 occurred on June 4, 2024.
2. Initial rewrite of the Development Approval Procedures Bylaw, with adoption of Bylaw 1227 on July 2, 2024.
3. Revisions to the Building Regulation Bylaw to streamline processes, remove redundancy and conflicting rules, clarify definitions, and provide consistency with the building code. Amendment Bylaw 1230 was adopted on May 21, 2024.
4. Completion of initial recommendations from the Planning and Development Review dated January 30, 2024 from R.L. Mattiussi Advisory Services Inc. including:
 - a. Review organizational structure.
 - b. Increase trained clerical and technical support to reduce administrative burden on planners.
 - c. Establish clear roles and responsibilities to ensure consistency and accountability.
 - d. Continue implementation of Tempest/Prospero.
5. Updates to the DCC Bylaw to fairly allocated infrastructure costs to all developments. Adoption of amendment Bylaw 1233 occurred on March 18, 2025.

PHASE 2 – INITIAL ASSESSMENT

Phase 2 of the integrated process review, completed by Planit First Consultants (October 2024), was to provide a detailed assessment and analysis of all development related bylaws, policies, procedures and processes. This included:

1. Reviewing all development-based bylaws that are relevant and material to the project.

2. Discussing the project with the planning, engineering, building and corporate administration departments to determine the existing development approvals process. These discussions provided insight into what is working well and also the issues that complicated, delayed, and frustrated the existing development approval process.
3. Documenting the processing flow, staff/public/political input milestones and other external processes for every type of development application and document what affects (real or perceived) the processing timeline or complicate the approval processes in general.
4. Preparation of an existing conditions assessment and review document. This included a summary of the issues, challenges and successes of the existing development approval process.

PHASE 3 – CREATE AND IMPLEMENT NEW PROCESSES & DOCUMENTATION

The third phase of the integrated process review focused on documenting step by step procedures for all development approval processes and creating both internal and public documents to aid application processing. Building on the previous two phases, the goal of this phase was to remove redundancies, ensure a commonsense approach to development was employed, and develop documentation that is clearly articulated and easily understood. This phase includes a final summary report and recommendations (Attachment A), and includes:

1. Processes and documents created fused industry best practices, current legislation, District bylaws, and tested processes from other municipalities.
2. Documents created include templates for application forms, application checklists, internal procedure manuals, and external guides for applicants.
3. Training and implementation for staff started during the Phase 3 review period and will be ongoing. Training focuses on:
 - a. understanding the broader scope of development applications (i.e. interconnect between planning-building-engineering departments, connections with financing and marketing, etc.)
 - b. understanding development application review process from start to finish (frontline staff: broad scope; technical staff: indepth scope, etc.)
 - c. understanding customer services from a local government perspective.
4. Recommendations for additional amendments to District bylaws in order to align the new processes.

PHASE 4 – DIGITAL TRANSFORMATION

The final phase of the integrated process review is to ensure that all processes have been incorporated digitally into the Districts software and online platforms. This phase has begun but additional time is required to complete the rollout. Phase 4 includes:

1. Updates to Tempest Prospero to refine the workflow process.
2. Synchronize remaining templates with Tempest Prospero.
3. Refine the fillable pdf application forms into a fully digital application process.

FINANCIAL IMPLICATIONS

None Budget Previously Approved Other (see below)

Budget for this project was 100% funded, for \$145,000, through the UBCM Local Government Development Approvals Process Review (DAPR) program.

COMMUNICATION

- Interdepartmental meetings and individual staff consultation with project consultants (Planit First Consultants Ltd., Urban Systems Ltd.).
- External discussion with stakeholder groups (local developers, Urban Development Institute, etc.)

ALTERNATE RECOMMENDATION(S)

1. THAT the Development Application Process Review Final Report, attached to the report from the Planning and Development Department dated October 7, 2025, not be endorsed in principle
2. THAT the Development Application Process Review Final Report, attached to the report from the Planning and Development Department dated October 7, 2025, be deferred pending receipt of additional information as identified by Council

Respectfully Submitted.

**Carie Liefke, Manager of Current Planning
RPP, MCIP**

Report Approval Details

Document Title:	Development Application Process Review Final Report.docx
Attachments:	- Attachment A - P2024-003 - DAPR Recommendations Final Report.pdf
Final Approval Date:	Oct 2, 2025

This report and all of its attachments were approved and signed as outlined below:

Jeremy Frick, Director of Development Approvals - Oct 2, 2025 - 10:21 AM

Reyna Seabrook, Director of Corporate Services - Oct 2, 2025 - 10:41 AM

Paul Gipps, Chief Administrative Officer - Oct 2, 2025 - 11:41 AM

Makayla Ablitt, Manager of Corporate Administration - Oct 2, 2025 - 1:07 PM