
MEETING TYPE: Regular Council Meeting
MEETING DATE: February 20, 2024
AUTHOR: Jared Kassel
DEPARTMENT: Planning and Development
ITEM TITLE: UBCM Local Government Development Approvals Program – Grant Application
DESCRIPTION: Council endorsement of a grant application through the Union of BC Municipalities (UBCM) for the Local Government Development Approvals Program.

PURPOSE

Does Council support the District of Lake Country’s 2024 application for the UBCM-sponsored Development Approvals program?

RECOMMENDATION

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;
AND THAT the District of Lake Country be responsible for the overall grant management.

EXECUTIVE SUMMARY

In 2019, the Province of BC initiated the Development Approvals Process Review (DAPR), which produced a list of options for streamlining and speeding up the development approvals process. The intent of the Local Government Development Approvals Grant Program is to support the implementation of DAPR document, and to create innovative approaches to improve approvals processes in local governments across the province (the grant program is not intended to support projects that are directly focused on recent provincial legislative changes or Information Technology projects, such as the digitization of development approvals).

KEY INFORMATION

The Local Government Development Approvals Program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$150,000,00. Applications may be approved in part, based on available funding and the merit of the proposed project. To qualify, proposed projects must meet the intent of the program, and be a new task or action (retroactive funding is not available). Furthermore, projects must be completed within 1-year of the date of grant approval. Activities eligible for funding include:

- A. Developing, reviewing and/or updating internal development approvals processes to improve efficiency and effectiveness (for example to make recommendations for triaging development applications to identify incomplete, simple, complex or high priority applications and create different processes for each kind);
- B. Developing, reviewing and/or updating development approvals guidance for staff and/or applicants (for example to create guides, templates and checklists for applicants, and create guidelines of what constitutes major or minor variances/amendments);
- C. Reviewing and making recommendations to improve the Development Approval Procedures Bylaw;
- D. Reviewing the Zoning Bylaw and providing recommendations; and,
- E. Facilitating collaboration or coordination with external development partners, including the development community, provincial ministries and other local governments.

APPLICABLE LEGISLATION, BYLAWS AND POLICY

Local Government Act

Part 14 Division 2 of the Act identifies the responsibilities, procedures and authorities of a Local Government.
 Part 14 Division 4 of the Act identifies the requirements for Official Community Plans by a Local Government.
 Part 14 Division 5 of the Act identifies the requirements for Zoning Bylaws by a Local Government.

District of Lake Country Official Community Plan, Bylaw 1065, 2018

Section 21 of the OCP identifies Development Permit Areas

Section 22 identifies Development Approval Information

Zoning Bylaw, 561, 2007

This bylaw provides a system of land use regulations for the development and re-development of land within the District of Lake Country.

Development Approval Procedures Bylaw 1133, 2021

This bylaw addresses the requirements and processes for development applications, including performance security requirements, public notification and consultation requirements, and the duties and powers of Council and delegated authorities to make decisions.

IMPACT ON STAFF CAPACITY AND FINANCIAL RESOURCES

If the grant application for the Local Government Development Approvals Program is approved, a consultant will be hired to review the entire development approvals process involving the OCP, Zoning Bylaw and Development Approvals Procedure Bylaw. It is expected that the consultant will hold meetings with staff from Planning & Development as well as Engineering Services. The outcome of this detailed review process will subsequently inform the upcoming OCP, Zoning Bylaw and Development Approval Procedures Bylaw rewrite.

FINANCIAL IMPLICATIONS

None Budget Previously Approved Other (see below)

The scope of the Official Community Plan and Zoning Bylaw review will be dependent on the amount of grant funding that is approved (up to \$150,000). A comprehensive OCP Review is a priority action item to setup the upcoming OCP re-write project. If there is sufficient grant funding available, staff would also prioritize creating tools for triaging development applications, and creating a set of development application guides & templates.

CONSULTATION (Internal referrals, External Agencies, Committees, Stakeholders)

External discussions with development consultants (Ron Mattiussi, Randy Lambright and Finaly Sinclair).

COMMUNICATIONS (if applicable)

Successful grant applications have protocols for community notification.

ALIGNMENT WITH COUNCIL STRATEGIC PRIORITIES

- Create and Support Opportunities for a Healthy, Active and Inclusive Community
- Create Infrastructure That Meets Community Needs
- Encourage Growth of the Downtown Core
- Ensure Sustainable Water Service Delivery for the Community
- Explore Opportunities to Engage With Regional Local Governments for the Betterment of the Community
- Honour Reconciliation by Strengthening Relationships and Inclusiveness With Our Indigenous Partners
- Identify and support improvements to the Development Process
- Implement the Agricultural Plan
- Preserve, Protect and Enhance Our Natural Environment
- Secure long term wastewater service delivery for our community
- Support Opportunities to Diversify Lake Country's Tax Base

ALIGNMENT WITH MASTER PLANS

- Agricultural Plan
- Official Community Plan

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| <input type="checkbox"/> Climate Action Charter | <input type="checkbox"/> Parks & Recreation Master Plan 2019 |
| <input checked="" type="checkbox"/> Housing Needs Report | <input type="checkbox"/> Sanitary Sewer System Map |
| <input type="checkbox"/> Liquid Waste Management Plan Stage 1/2 Report | <input type="checkbox"/> Transit Future Plan-Central Okanagan Region-DRAFT |
| <input type="checkbox"/> McCoubrey Plateau Area Structure Plan | <input type="checkbox"/> Transportation for Tomorrow |
| <input type="checkbox"/> Mobility Master Plan | <input type="checkbox"/> Water Master Plan |

OPTIONS

The following options are presented for Council's consideration:

- A. THAT the District of Lake Country's grant application to UBCM for the Local Government Development Approvals Program, be supported;
AND THAT the District will provide overall grant management for the project.
- B. THAT Council does not support application to UBCM for the Local Government Development Approvals Program.

Respectfully Submitted,
Jared Kassel, Director of Planning & Development Services.