

Township of
Langley



Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	APRIL 20, 2020 - SPECIAL MEETING	REPORT:	20-58
FROM:	CORPORATE ADMINISTRATION DIVISION	FILE:	3900-25
SUBJECT:	AMENDMENTS TO PUBLIC HEARING/INPUT PROCESSES FOR DEVELOPMENT APPLICATIONS DUE TO COVID-19		

RECOMMENDATION(S):

That Council give first, second, and third reading, and final adoption to Development Application Procedure Bylaw 2018 No. 5428 Amendment Bylaw 2020 No. 5615, amending Bylaw 5428 to waive the requirements for Public Hearings for development applications which are consistent with the Official Community Plan;

That Council Policy 07-164, Developer Held Public Information Meetings, be temporarily suspended due to the COVID-19 Pandemic;

That Council direct staff to amend current processes for development applications to substitute Public Input Opportunities with Written Submissions Opportunities due to the COVID-19 Pandemic, unless otherwise specifically required pursuant to provincial regulations; and

That these modifications be reviewed by Council prior to December 31, 2020.

EXECUTIVE SUMMARY:

The social gathering and distancing restrictions due to the COVID-19 Pandemic have required staff to review public processes used by the Township. Staff are endeavouring to balance the aim of ensuring the residents, business owners, and other stakeholders have the opportunity to provide input, but using methods that ensure the health and safety of the public, Council and staff members.

In reviewing the current processes for development applications, staff identified applications that under British Columbia legislation do not require an in person Public Input Opportunity or Public Hearing. Staff are recommending that temporarily these processes be suspended or modified to include written submissions only, thereby reducing the need for individuals to gather. These modifications would aid in meeting the legislative requirements of avoiding public gatherings, and would help to “flatten the COVID-19 curve” while providing business continuity and input options for the residents, business owners, and stakeholders.

PURPOSE:

The purpose of the proposed amendments to the management of development applications and the Development Application Procedure Bylaw 2018 No. 5428 Amendment Bylaw 2020 No. 5615 is to continue to receive public and stakeholder input during the COVID-19 Pandemic, while ensuring social gathering and distancing restrictions are met.

BACKGROUND/HISTORY:

On April 4, 2020 British Columbia Chief Administrative Officers received email communication from Kaye Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing which in part read:

Many local governments have raised concerns about their ability to hold public hearings, which are required under the Local Government Act for some land use bylaws like an Official Community Plan. We want to support local governments in keeping the business of government going and supporting development projects to continue as much as possible while ensuring the public health orders are followed. Ministry staff are developing guidance for local governments to help them navigate this issue during the pandemic and will provide updates to local governments soon.

In the meantime, we encourage local governments to consider whether it may be appropriate to waive public hearings where they are not legally required, such as zoning bylaws that are consistent with their official community plan. We encourage you to be creative in moving local government business forward and also want to encourage local governments to find ways to keep people informed of any changes to their regular processes through websites and social media.

Following receipt of the email, staff began to investigate which development applications include Public Hearings or Public Input Opportunities and if their processes could be varied to accept written comments as a replacement for in person attendance.

DISCUSSION/ANALYSIS:

In reviewing options staff recognized the importance of balancing the requirement for public input, the health and safety obligations, responsibilities of the Township, and the need for Local Government to keep the “business of government going”. Staff believe the extraordinary circumstances of the COVID-19 Pandemic require some creative solutions to maintain services to the residents and stakeholders of the Township of Langley.

Recent clarification has been received that advised in specific limited cases, a Local Government may waive the requirement for Public Hearings. As per section 464(2) of the *Local Government Act*, when a rezoning application is consistent with the Official Community Plan, the Local Government can waive the requirement for a Public Hearing. Staff have provided *Development Application Procedure Bylaw 2018 No. 5428 Amendment Bylaw 2020 No. 5615* to conform to the *Local Government Act* and enable Public Hearings to be waived in these specific instances. The Public Hearing component would be replaced with an opportunity to provide written submissions. The submissions will be provided to Council prior to deliberation on the bylaw.

Township of Langley Council Policy 07-164, Developer Held Public Information Meetings, requires a Public Information Meeting (PIM) occur for several types of development applications. The PIM is not mandated by British Columbia legislation. The objective of the PIM is for the developer to receive public feedback early in the process. The PIM requires that the applicant arrange for a public meeting. This is generally in an open house style format. Because of current restrictions on gatherings and social distancing requirements, gatherings such as the PIM should not occur. Staff are proposing that Policy 07-164 be temporarily suspended due to the COVID-19 Pandemic. The process can be restarted once Public Health Officials remove the restrictions on gatherings and public contact.

Provision of public input is legislated pursuant to British Columbia statutes or in compliance with the *Township of Langley Development Application Procedure Bylaw 2018 No. 5428*. In reviewing provincial legislation, staff have determined that several development applications do not require in-person public input. Staff believe that obtaining public input for all development applications remains imperative, but in the interest of public health and safety, the process should be modified. Staff propose that written submissions could be substituted for in person attendance at a Council meeting.

In all development application in which a Public Input Opportunity or Public Hearing meeting is being revised to be a Written Input Opportunity, the current processes for advertising and mail outs would remain unchanged. The communication would be amended to direct individuals to provide written comment to the Township prior to the relevant Council meeting.

Staff are further recommending that Council review these modifications, should they be adopted, prior to December 31, 2020. At that time the amendment to the Bylaw and process modifications can be repealed should Council wish to return to the current input opportunities, the changes could continue should the pandemic concerns continue.

Legislation:

- Local Government Act [RSBC 2015] Chapter 1
- Liquor Control and Licensing Act [SBC 2015] Chapter 19
- Cannabis Control and Licensing Act [SCB 2018] Chapter 29
- Development Application Procedure Bylaw 2018 No. 5428
- Township of Langley Council Policy 07-164, Developer Held Public Information Meetings

Optional Recommendations/Alternatives:

The COVID-19 Pandemic and the associated changes in gatherings to “flatten the curve” have necessitated creative solutions to ensure the residents, business owners and stakeholders in the Township of Langley are able to continue to provide input, and do so in a safe manner. The continuation of the processing of development applications is a significant aspect of business continuity for the local government, business, and individuals.

For development applications not required by provincial legislation to have in person public input or public hearings, staff proposed they be replaced by opportunities for written submissions only. Council could choose to not vary these processes or requirements and staff will continue to modify input sessions to meet legislated obligations, and endeavour to ensure the health and safety of those attending. However, should the COVID-19 Pandemic restrictions continue further into the future, these methods may not prove sustainable and business continuity may not be possible.

Finally, Council may also choose to use the proposed date of December 31, 2020 for a review of the process or identify another date Council determines more appropriate.

Respectfully submitted,

Wendy Bauer
TOWNSHIP CLERK
for
CORPORATE ADMINISTRATION DIVISION

This report has been prepared in consultation with the following listed departments.

CONCURRENCES	
Division / Department	Name
Community Development Division	R. Seifi

ATTACHMENT A Township of Langley Council Policy 07-164, Developer Held Public Information Meetings

ATTACHMENT B Development Application Procedure Bylaw 2018 No. 5428



COUNCIL POLICY

Subject: Developer Held Public Information Meetings

Policy No:
Approved by Council:
Revised by Council:

07-164
2016-03-07
2016-05-30

1. Purpose

- 1.1 To set out the criteria, logistics and reporting requirements for developer held public information meetings.

2. Background

- 2.1 Developers conduct public information meetings on their own initiative or at the request of the Community Development Division. The main purpose of such meetings is to provide information about their proposed development to the public and to obtain feedback so that issues and concerns can be identified and addressed early in the development approval process. When holding public information meetings, the proponents should observe and comply with the guidelines included in this Policy

3. Related Policy

- 3.1 N/A

4. Policy

4.1 MEETING CRITERIA

Applicants for the following types of development applications are required to hold a Public Information Meeting prior to presentation of the application to Council:

- Official Community Plan Amendment;
- Zoning Amendment;
- Development Variance Permit;
- Land Use Contract Amendment / Discharge

Additional application types may be required to hold a Public Information Meeting at the discretion of the General Manager, Engineering and Community Development. The General Manager, Engineering and Community Development may also waive the requirement based on the minor nature of a specific application.

4.2 MEETING LOGISTICS

Notice

Notice of meetings should be distributed consistent with the requirements of Township of 'Langley Development Application Fee Bylaw 1987 No. 2470' as amended. Applicants may choose to cover a larger area under certain circumstances, for example, when the proposal has wider implications.

The Community Development Division will provide applicants with the mailing addresses of property owners and occupants as well as mailing labels, if requested (at the proponents cost). The meeting notice should be sent by mail through Canada Post or through a courier company engaged exclusively to serve notice of the proposed development. The notice should be distributed 10 to 14 days in advance of the meeting date and shall contain the following information:

- Time and date of meeting;
- Place of meeting;
- Purpose of meeting including a description of the proposal;
- Map and description of lands that are subject of the meeting;
- Applicant contact information

The meeting is also to be advertised in at least two consecutive issues of a local newspaper (distributed throughout the Township) the last publication to occur not less than three and not more than ten days before the meeting. The notice shall be at least 7.5 cm by 18.5 cm in size, located in the main (non-classified) portion of the newspaper and include the following information:

- Time and date of meeting;
- Place of meeting;
- Purpose of meeting including a description of the proposal;
- Map and description of lands that are subject of the meeting;
- Applicant contact information

The applicant shall post notice of meeting information on their corporate website, where possible.

The applicant shall provide the Township with copies of notification materials in advance of the notice being provided.

Time and Date

Meetings should be held in, or extended into, the evening on weekdays so that members of the public who work during the daytime may attend. Meetings during weekends, holidays and special seasons should be avoided.

Applicants are required to discuss the timing of the meeting with the Community Development Division and agree upon the appropriate scheduling of the meeting.

Location

The meeting should be held in a suitable accessible location to accommodate and provide information to all owners and occupants within the notification area of the subject site. Preferably, the location should be in close proximity to the subject site. Appropriate venues include community halls, schools and places of worship.

Format

The format of the meeting should include, but is not limited to, a combination of the following options:

- Open house;
- Presentation;
- Display;
- Small group discussion;
- Question and answer period;
- Feedback forms /Questionnaire Survey

The use of creative engagement tools is also encouraged.

The applicant must make available for review all relevant appropriate plans, studies, and technical information regarding the proposal.

A sign-in sheet shall be available at the meeting to record the number of attendees.

The applicant shall involve appropriate consultants at the public information meeting as organizers, resource persons and/or facilitators.

A representative from the Community Development Division, shall attend the meeting as an observer, respond to any questions regarding the application process and/or specific Township bylaws / policies and to verify accurate collection and analysis of input gathered.

4.3 MEETING REPORTING

The applicant is required to provide a record of the meeting to Community Development Division not less than three weeks prior to the presentation of the application to Council. The results shall be submitted in summary report format (to be advanced to Council as an Appendix to the staff report) and should include the following information:

- Sign-in sheet from the meeting;
- Completed feedback / questionnaire forms;
- Summary of comments received;
- Discussion of how any issues / concerns identified from the meeting and/or feedback forms are addressed in the project.

**THE CORPORATION OF THE TOWNSHIP OF LANGLEY
DEVELOPMENT APPLICATION PROCEDURES BYLAW 2018 NO. 5428**

EXPLANATORY NOTE

Bylaw 2018 No. 5428 establishes development application procedures, rescinds Township of Langley Development Application Fee Bylaw 1987 No. 2470, and amends Township of Langley Fees and Charges Bylaw 2007 No. 4616.

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

DEVELOPMENT APPLICATION PROCEDURES BYLAW 2018 NO. 5428

WHEREAS the Council of the Township of Langley has adopted the Official Community Plan and the Zoning Bylaw;

AND WHEREAS the Council of the Township of Langley has designated heritage conservation areas within which Heritage Alteration Permits are required;

AND WHEREAS the Council of the Township of Langley must, under the *Local Government Act*, define, by bylaw, procedures under which an Owner may apply for an amendment to the Official Community Plan or the Zoning Bylaw, or for the issuance of a permit under Part 14 of the *Local Government Act*;

AND WHEREAS the Council of the Township of Langley may, by bylaw, establish procedures under which a person may apply for the issuance of a Heritage Alteration Permit or amendment of a bylaw under Part 15 of the *Local Government Act*;

AND WHEREAS the Council of the Township of Langley may, by bylaw, require posting of a notice on land in respect of which a public hearing is being held or waived;

AND WHEREAS the Council of the Township of Langley may, by bylaw, impose a fee payable in respect of all or part of a service, the use of municipal property, or the exercise of authority to regulate, prohibit, or impose requirements;

AND WHEREAS the *Community Charter* authorizes the Council of the Township of Langley to, by bylaw, delegate certain powers to Township officers and employees;

The Municipal Council of the Corporation of the Township of Langley, in Open Meeting Assembled, ENACTS AS FOLLOWS:

PART 1: TITLE

1.1 This bylaw may be cited for all purposes as "Development Application Procedures Bylaw 2018 No. 5428."

PART 2: INTERPRETATION

2.1 In this bylaw:

- (a) words importing the singular number include the plural and vice versa and words importing the neuter gender include the masculine and the feminine genders;
- (b) headings given to sections are for convenience of reference only and do not form part of this bylaw;
- (c) unless expressly stated otherwise, a reference to a "section" is a reference to a section in this bylaw and a reference to a "part" is a reference to a part in this bylaw; and

- (d) unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and its regulations, as amended, revised, consolidated, or replaced from time to time, and a reference to a bylaw or policy is a reference to a Township bylaw or policy, as amended, revised, consolidated, or replaced from time to time.

2.2 In this bylaw:

- (a) “**Applicable Form**” means an application form for an application listed under Part 3 of this bylaw;
- (b) “**Applicant**” means an Owner of land which is the subject of an application or their authorized agent;
- (c) “**Community Charter**” means the *Community Charter*, SBC 2003, c 26, as amended or replaced from time to time;
- (d) “**Community Development Division**” means the Community Development Division of the Township;
- (e) “**Council**” means the elected council of the Township;
- (f) “**Development Permit**” has the meaning provided in the *Local Government Act*;
- (g) “**Development Permit Delegation Bylaw**” means the Development Permit Delegation Bylaw 2016 No. 5246, as amended or replaced from time to time;
- (h) “**Development Variance Permit**” has the meaning provided in the *Local Government Act*;
- (i) “**Gaming Licencing Endorsement**” means an endorsement by the Township of a licence application made pursuant to the *Gaming Control Act*, SBC 2002, c 14, as amended or replaced from time to time, and the regulations enacted thereunder;
- (j) “**General Manager**” means the General Manager, Engineering and Community Development as appointed by Council from time to time, or their designate;
- (k) “**Heritage Alteration Permit**” has the meaning provided in the *Local Government Act*;
- (l) “**Heritage Revitalization Agreement**” has the meaning provided in the *Local Government Act*;
- (m) “**Land Use Contract**” has the meaning provided in the *Local Government Act*;
- (n) “**Liquor Licence Endorsement**” means an endorsement by the Township of a licence application made pursuant to the *Liquor Control and Licencing Act*, SBC 2015, c 19, as amended or replaced from time to time, and the regulations enacted thereunder;

- (o) "**Local Government Act**" means the *Local Government Act*, RSBC 2015, c 1, as amended or replaced from time to time;
- (p) "**Official Community Plan**" means the Township of Langley Official Community Plan Bylaw 1979 No. 1842, as amended or replaced from time to time;
- (q) "**Owner**" has the meaning provided in the *Community Charter*;
- (r) "**Telecommunication Tower**" means a public utility or antenna tower that is under the authority of Industry Canada, or its successor;
- (s) "**Temporary Use Permit**" has the meaning provided in the *Local Government Act*;
- (t) "**Township**" means the Corporation of the Township of Langley;
- (u) "**Township of Langley Fees and Charges Bylaw**" means the Township of Langley Fees and Charges Bylaw 2007 No. 4616, as amended or replaced from time to time; and
- (v) "**Zoning Bylaw**" means the Township of Langley Zoning Bylaw 1987 No. 2500, as amended or replaced from time to time.

PART 3: SCOPE

This bylaw applies to the following applications related to all land within the boundaries of the Township:

- 3.1 an application for:
 - (a) an amendment to the Official Community Plan;
 - (b) an amendment to the Zoning Bylaw;
 - (c) an amendment to or discharge of a Land Use Contract; or
 - (d) a Heritage Revitalization Agreement;
- 3.2 an application for:
 - (a) a Heritage Alteration Permit;
 - (b) a Development Permit subject to the Development Permit Delegation Bylaw;
 - (c) a Development Permit not subject to the Development Permit Delegation Bylaw;
 - (d) a Development Variance Permit; or
 - (e) a Temporary Use Permit;
- 3.3 an application for subdivision of property;

- 3.4 an application for a Liquor Licence Endorsement;
- 3.5 an application for a Telecommunication Tower;
- 3.6 an application for a Gaming Licence Endorsement;
- 3.7 an application for development of property within the Agricultural Land Reserve.

PART 4: APPLICATIONS

- 4.1 Applications listed under Part 3 of this bylaw shall be submitted by an Owner to the Township on the Applicable Form, including all prescribed supporting documentation and attachments.
- 4.2 Council hereby delegates to the General Manager the authority to create and revise the Applicable Forms for applications listed under Part 3, including determining all necessary supporting documentation and attachments.

PART 5: FEES

- 5.1 At the time of submission of an application pursuant to section 4.1, and throughout the processing of an application as prescribed by the Township of Langley Fees and Charges Bylaw, the Applicant shall pay to the Township the applicable fee set out in the Township of Langley Fees and Charges Bylaw.

PART 6: REVIEW BY THE COMMUNITY DEVELOPMENT DIVISION

- 6.1 Except for an application under sections 3.2(b) or 3.3, upon receipt of an application submitted in accordance with section 4.1, the Community Development Division shall review the application and prepare a report for Council's consideration, and, as applicable, may:
 - (a) forward the application to other departments of the Township and outside agencies for advice and recommendations; and
 - (b) prepare an amending bylaw, bylaw, resolution, agreement, and/or permit for Council's consideration.
- 6.2 Upon receipt of an application submitted in accordance with sections 3.2(b) or 3.3, the Community Development Division may, as applicable, forward the application to other departments of the Township and outside agencies for advice and recommendations.
- 6.3 Upon completion of its review under section 6.1, the Community Development Division shall forward the application and its report, as well as any prepared amending bylaw, bylaw, resolution, agreement, and/or permit for Council's consideration under Part 7.

PART 7: COUNCIL CONSIDERATION

- 7.1 Upon receipt of an application, report, and any prepared amending bylaw, bylaw, resolution, agreement, and/or permit from the Community Development Division pursuant to section 6.3, Council may, as applicable, take one or more of the following actions:
- (a) approve the application;
 - (b) approve the application with conditions;
 - (c) refer the application back to the staff, with direction;
 - (d) defer the application, pending the outcome of another procedure or the submission of additional information;
 - (e) reject the application;
 - (f) adopt any necessary amending bylaw, bylaw, or resolution; or
 - (g) take any other action Council considers appropriate.

PART 8: NOTIFICATION

Notices of Public Hearing

- 8.1 Where a public hearing is required by law, notice of the public hearing shall be given in accordance with the *Local Government Act*.
- 8.2 Without limiting section 8.1, for an application under sections 3.1 and 3.2(e), notices shall be mailed out or otherwise delivered to the owners and tenants in occupation of all property within a distance of 100 metres from the boundary of the subject property, and to a minimum of five (5) properties measured along both sides of the road or roads on which the subject property is located, subject to exemptions in the *Local Government Act*.
- 8.3 Without limiting section 8.1, for an application under section 3.2(a)(c)(d), notices shall be mailed out or otherwise delivered to the owners and tenants in occupation of all property adjacent to the subject property indicating the time and place Council will meet to consider the application, subject to exemptions in the *Local Government Act*.

Signage

- 8.4 For an application under section 3.1(b)(c)(d), the Applicant must, at their sole expense, erect a sign on the land that is subject to the application in accordance with section 8.5.
- 8.5 Signage required under section 8.4 must be:
- (a) erected at least 14 days prior to the application proceeding to a public hearing;

- (b) posted centrally and visibly on the frontage of the subject property, including multiple signs where the subject property has frontage on multiple roads;
 - (c) constructed of a durable material, placed approximately 1.2 metres above ground, be approximately 1.2 meters high by 2.4 metres wide, and contain a description of application, a site map, the Township's emblem, the application number, and contact information for the Applicant and the Township;
 - (d) maintained and updated as necessary to reflect changes to the application; and
 - (e) removed from the subject property within 30 days of finalization of the application.
- 8.6 An Applicant required to erect a sign or signs pursuant to section 8.4 must provide photographic evidence to the Community Development Division, at least 14 days prior to the related public hearing, that the required signage has been installed.
- 8.7 Council shall not consider an application under section 3.1(b)(c)(d) until the Applicant has erected a sign or signs in accordance with Part 8. If a public hearing has been scheduled and it becomes necessary to postpone the public hearing because the requisite sign or signs have not been erected, the cost of rescheduling the public hearing shall be borne by the Applicant.

PART 9: REAPPLICATION AND INACTIVE APPLICATIONS

- 9.1 Subject to section 460(3) of the *Local Government Act*, where an application has been refused by Council, no reapplication for the same subject matter shall be considered within 12 months of refusal by Council of the previous application.
- 9.2 Where no outstanding or required application materials, including supporting documentation and attachments prescribed on the Applicable Form, are provided by an Applicant for any twelve (12) month period the application shall be considered inactive and closed, subject to the Applicant being notified in writing and given 30 days to respond.

PART 10: GENERAL

- 10.1 If any part, section, subsection, clause, or sub-clause of this bylaw is, for any reason, held to be invalid by a court of competent jurisdiction, it shall be severed and the validity of the remaining provisions of this bylaw shall not be affected.

PART 11: REPEAL AND AMENDMENTS

- 11.1 The "Langley Development Application Fee Bylaw 1987 No. 2470" as amended is hereby repealed.
- 11.2 The "Township of Langley Fees and Charges Bylaw 2007 No. 4616" as amended is further amended by:

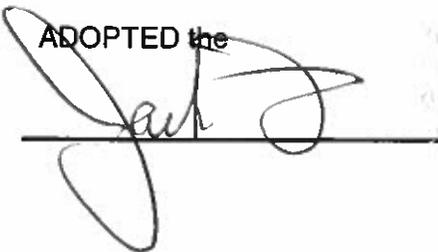
- (a) replacing in section 3 "Schedules '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', '11', '12', and '13', attached to a forming part of this bylaw" with "Schedules '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', '11', '12', '13', and '14', attached to a forming part of this bylaw";
- (b) adding to the Table of Contents "Schedule 14 – Development Application Fees" after "Schedule 13 – Stormwater"; and
- (c) adding Schedule A attached to and forming part of this bylaw as "Schedule 14 – Development Application Fees."

READ A FIRST TIME the 03 day of December , 2018.

READ A SECOND TIME the 03 day of December , 2018.

READ A THIRD TIME the 03 day of December , 2018.

ADOPTED the 10 day of December , 2018.



Mayor



Township Clerk

SCHEDULE A

Schedule 14 – Development Application Fees

DEVELOPMENT APPLICATION Fee Type	Description	Fees & Charges
Zoning Bylaw (map amendment); Land Use Contract Discharge or Amendment (varying use or density); and/or Heritage Revitalization Agreement ^{1,2,3}	R, RU or SR zone	
	<ul style="list-style-type: none"> Initial application fee Supplemental fee per proposed lot 	\$3,000.00 \$100.00
	RM zone	
	<ul style="list-style-type: none"> Initial application fee Supplemental fee per proposed residential unit 	\$4,300.00 \$100.00
	CD zone	
	<ul style="list-style-type: none"> Initial application fee Supplemental fee per m² of non-residential gross site area being rezoned plus Supplemental fee per proposed residential lot or unit 	\$5,000.00 \$1.00 \$100.00
	C zone	
<ul style="list-style-type: none"> Initial application fee Supplemental fee per m² of non-residential gross site area being rezoned plus Supplemental fee per proposed residential lot or unit 	\$3,000.00 \$1.00 \$100.00	
M zone		
<ul style="list-style-type: none"> Initial application fee Supplemental fee per m² of gross site area being rezoned 	\$3,000.00 \$0.60	
P zone		
<ul style="list-style-type: none"> Initial application fee Supplemental fee per proposed residential unit 	\$3,000.00 \$100.00	
MH-1 or FH-1 zone		
<ul style="list-style-type: none"> Initial application fee Supplemental fee per lot or unit 	\$3,200.00 \$100.00	
Zoning Bylaw (text amendment)	Application fee	\$3,500.00
Official Community Plan Amendment (map or text) and/or Neighbourhood Plan Amendment (map or text) and/or Sub-Neighbourhood Plan Amendment (map or text) ⁴	Application fee	\$4,300.00
Development Permit, Heritage Alteration Permit and/or Land Use Contract Amendment (not varying use or density) ^{5,6,7}	Initial application fee Supplemental fee: <ul style="list-style-type: none"> per m² of gfa for commercial and non-residential comprehensive development per m² of gfa for industrial and rural development per m² of gfa for institutional per proposed residential unit 	\$3,000.00 \$1.00 \$0.60 \$0.25 \$100.00
Development Variance Permit	Application fee	\$3,000.00
Temporary Use Permit	Application fee	\$3,000.00
Telecommunication Tower	Application fee	\$3,000.00
Liquor Licencing	New Liquor Primary Licence and/or permanent relocation of an existing Liquor Primary Licence and/or Community Gaming Facility or Casino	\$3,200.00

DEVELOPMENT APPLICATION Fee Type	Description	Fees & Charges
	Amendment to an existing Liquor Primary Licence	\$2,000.00
	Manufacturer Licence (new or existing) requesting a lounge and/or special event area endorsement	\$2,000.00
	Food Primary Licence involving temporary use area endorsement, hours of liquor service beyond 1:00am, or patron participation entertainment	\$2,000.00
	Requests for confirmation of zoning compliance for any other Liquor Licencing applications	\$200.00
ALR	Fees as established by the Agricultural Land Commission	
Subdivision	Conventional, Bareland Strata, Air Space and Strata Conversion application fee plus additional fee per lot proposed to be created	\$3,000.00 \$100.00
	Where an applicant makes a significant amendment to a subdivision application resulting in a new letter of decision; or a significant amendment to a letter of decision; or additional fee where a subdivision letter of decision is extended beyond the expiry date	\$1,000.00
	Phased Strata Form P Approval	\$1,000.00
	Phased Strata Form P Amendment	\$400.00
	Phased Strata Plan Approval	\$400.00
Streamside Protection and Enhancement Development Permit	Development Permit Modification Request	\$3,100.00 \$1,600.00
Energy Conservation and Reduction of Greenhouse Gas Emissions Development Permits	Application fee	\$2,000.00
Other	Development Engineering Administration fee payable prior to final reading, final subdivision approval or permit issuance	\$500.00
	Green Infrastructure Services Administration fee payable prior to final reading, subdivision approval or permit issuance	\$1,000.00
	Landscape Re-inspection fee	\$200.00
	File Research Request	\$100.00
	Legal Document Review and/or Signing fee	\$400.00
	Routley Environmental Monitoring fee⁸ per unit being rezoned	\$100.00
	Neighbourhood Planning Administration Fees⁹ Southwest Gordon Estate⁸ Fee per unit being rezoned. Routley⁸ Fee per unit being rezoned. Yorkson⁸ Fee per unit being rezoned. Walnut Grove Stage 9 (Redwoods)⁸ Fee per unit being rezoned. Carvolth	\$65.00 \$148.00 \$143.00 \$165.00

DEVELOPMENT APPLICATION Fee Type	Description	Fees & Charges
	Fee per gross acre being rezoned. Northeast Gordon Estate⁸ Fee per unit being rezoned. Central Gordon Estate⁸ Fee per unit being rezoned. Latimer⁸ Fee per unit being rezoned. Smith⁸ Fee per unit being rezoned. Williams Fee per gross acre being rezoned.	\$2,266.00 \$399.00 \$164.00 \$149.00 \$161.00 \$2,375.00
	Extraordinary Charges Development applications creating extraordinary costs for the Township shall reimburse the Township on the basis of: <ul style="list-style-type: none"> • For each additional staff report to Council greater than 3 • Township expense of obtaining extraordinary legal or other professional consultant advice needed to evaluate an application and • Municipal advertising, notification, facility rental and setup expenses incurred for additional or extended public hearings 	\$500.00 At cost At cost
Refundable Portion of Development Application Fees	Upon written request of the owner to withdraw an application: <ol style="list-style-type: none"> 1. 90% of the initial application fee shall be refunded if such request is received within 14 days of application or 2. \$1,000.00 of initial application fee shall be refunded for an application to amend the Zoning Bylaw or OCP Bylaw if such request is received, or if Council declines the application, prior to referral to a Public Hearing 	

NOTES:

1. Supplemental fees payable prior to final reading of a bylaw
2. Maximum application fee payable \$25,000.00
3. Where one rezoning application proposes more than one zone the highest zone fee shall apply
4. Where one application proposes to amend a Sub-Neighbourhood Plan, Neighbourhood Plan or Official Community Plan, only one fee is payable under this category
5. Supplemental fees payable prior to issuance of a building permit
6. Where an application incorporates a Development Variance Permit, each fee category applies.
7. Maximum application fee payable \$25,000.00
8. For a non-residential development, the fee is based on 10 units per gross acre
9. No administration fee is payable where lands are being rezoned for Civic Institutional P-1 purposes

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

DEVELOPMENT APPLICATION PROCEDURES BYLAW 2018 NO. 5428

AMENDMENT BYLAW 2020 NO. 5615

EXPLANATORY NOTE

Bylaw 2020 No. 5615 amends the Development Application Procedures Bylaw 2018 No. 5428 to allow for Written Submission Opportunities only when in person Public Input Opportunities or Public Hearings are not required pursuant to provincial regulations.

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

DEVELOPMENT APPLICATION PROCEDURES BYLAW 2018 NO. 5428

AMENDMENT BYLAW 2020 NO. 5615

The Municipal Council of the Corporation of the Township of Langley, in Open Meeting Assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Development Application Procedures Bylaw 2018 No. 5428 Amendment Bylaw 2020 No. 5615”.

2. The “Development Application Procedures Bylaw 2018 No. 5428” is amended:

(a) Part 8 – Notices of Public Hearing

Replace “Notices of Public Hearing” title with:

“Notices of Public Hearing or Written Submission Opportunity”

(b) Part 8 – Section 8.2

Replace the text “sections 3.1” with:

“sections 3.1(a)(c)(d)”

(c) Part 8 – Section 8.2

Add the following paragraph after the text “*Local Government Act*”:

“Without limiting section 8.1, for an application under section 3.1(b) the public hearing be waived and replaced with a written submission opportunity. Notices of the written submission opportunity shall be mailed out or otherwise delivered to the owners and tenants in occupation of all property within a distance of 100 metres from the boundary of the subject property, and to a minimum of five (5) properties measured along both sides of the road or roads which the subject property is located.”

(d) Part 8 – Section 8.3

Add the following text after “indicating the time and place Council will meet to consider the application”:

“and directing a written submission opportunity only,”

(e) Part 8 – Section 8.5(a)

Replace with:

“erected at least 14 days prior to the application proceeding to a public hearing under section 3.1(c)(d)

or

“erected at least 14 days prior to the application proceeding to third reading under section 3.1(b) in which the Public Hearing has been waived under section 8.2.”

- 3. If any part, section, subsection, clause, or sub-clause of this bylaw is, for any reason, held to be invalid by a court to competent jurisdiction, it shall be severed and the validity of the remaining provisions of this bylaw shall not be affected.

READ A FIRST TIME the _____ day of _____, 2020
 READ A SECOND TIME the _____ day of _____, 2020
 READ A THIRD TIME the _____ day of _____, 2020
 ADOPTED the _____ day of _____, 2020

_____ Mayor _____ Township Clerk