

TO: CHIEF ADMINISTRATIVE OFFICER **DATE:** 2023 January 11

FROM: GENERAL MANAGER **FILE:** 42000 20
PLANNING AND DEVELOPMENT *Reference: Bylaw Amendments*

SUBJECT: DEVELOPMENT VARIANCE PERMIT APPLICATION PROCESS – BYLAW AMENDMENTS

PURPOSE: To bring forward amendments to the *Burnaby Development Procedures Bylaw* and *Burnaby Consolidated Fees and Charges Bylaw* to implement procedures and application fees for development variance permit applications.

RECOMMENDATION:

1. **THAT** Council authorize the City Solicitor to bring forward bylaw amendments to the following bylaws:
 - (a) *Burnaby Development Procedures Bylaw*, as set out in *Appendix A* of this report; and
 - (b) *Burnaby Consolidated Fees and Charges Bylaw*, as set out in *Appendix B* of this report,

to implement procedures and application fees for review and issuance of development variance permits.

REPORT**1.0 BACKGROUND**

Under the *LGA*, an owner of land may make a Development Variance Permit (DVP) application to vary requirements under certain types of bylaws specified in section 498(1), including zoning, subdivision and other land use bylaws. In many municipalities in British Columbia, DVPs are used to facilitate developments or improvements to a property where siting restrictions or unique circumstances make it difficult to meet such requirements, including variances to building height and depth, siting requirements, and requirements of the subdivision or sign bylaws.

On 2022 July 25, Council adopted the recommendations of the Planning and Development Committee regarding the establishment of a framework for Development Variance Permit applications (the related report can be viewed at:

<https://pub-burnaby.escrimemeetings.com/filestream.ashx?DocumentId=62101>) and authorized the preparation of the following bylaws:

- a bylaw amending the *Burnaby Development Procedures Bylaw*, to establish procedures for the review and issuance of development variance permits, including delegation of authority to the General Manager Planning and Development to approve minor variances; and
- a bylaw amending the *Burnaby Consolidated Fees and Charges Bylaw*, to include application fees for development variance permit applications.

This report follows up on that direction.

2.0 POLICY CONTEXT

Establishing DVPs in Burnaby aligns with the following Council-adopted policies: *Official Community Plan* (1998), *Economic Development Strategy* (2007), *Social Sustainability Strategy* (2011), and the *Corporate Strategic Plan* (2022).

3.0 PROPOSED DEVELOPMENT PROCEDURES BYLAW AMENDMENTS

The *Burnaby Development Procedures Bylaw* currently includes procedures for the review and approval of temporary use permits (TUPs). The bylaw was structured so as to be able to accommodate procedures for other types of land use permits. Similar to TUPs, Development Variance Permits (DVPs) are a land use permit type under the *Local Government Act (LGA)* and as such, it is appropriate to include DVP procedures in the bylaw. Accordingly, it is recommended that the *Burnaby Development Procedures Bylaw* be amended to include the requirements and procedures for the review and issuance of DVPs, as outlined below. The proposed amendments to the *Burnaby Development Procedures Bylaw* to implement these procedures are set out in *Appendix A* of this report.

3.1 DVP Application and Process Requirements

It is proposed that DVPs be added to the definition of “permit” under the *Burnaby Development Procedures Bylaw*. By doing so, DVP applications (including applications for minor variances) will be subject to the same submission requirements as the current process for TUP applications.

Notably, applicants for a DVP will be required:

- to submit certain documents with a DVP application;
- to show action or provide information within 6 months or be subject to cancellation; and
- to re-apply if an application is cancelled or the applicant withdraws an application.

To encourage timely processing, the applicant will be required to complete the process, including approval or refusal of the application by Council or the General Manager Planning and Development in respect to minor variances, within one (1) year after the application is made. The General Manager Planning and Development may approve an extension of up to one (1) year provided that the applicant submit a written request including the reasons for the extension. Further, the General Manager Planning and Development may cancel inactive applications for which the information or documents requested by the City has not been provided within six (6) months of the request. If cancelled, the applicant will need to submit a new application and restart the process.

To avoid redundancy, if Council or the General Manager Planning and Development in the case of minor variances, refuses an application, the applicant will not be permitted to reapply for the same DVP for one (1) year unless at least 2/3 of Council members approve allowing the reapplication. This prohibition is authorized by the *LGA*.

3.2 Approval Process

A local government may approve the issuance of the permit either by Council resolution, or by the delegate's decision in the case of minor variances.¹

3.2.1 Council Approved Variances

Under the proposed amendments to the *Burnaby Development Procedures Bylaw*, a DVP application, except those in respect to minor variances, may be advanced through the Planning and Development Department, whereby a report will be sent to Council for its consideration. Following review of the report, Council may:

- approve the issuance of the DVP, as proposed in the report, or with additional terms and conditions;
- refer the application with direction for further review to the General Manager Planning and Development; or
- refuse the application.

3.2.2 Minor Variances

As directed by Council at its 2022 July 25 meeting, the proposed amendments to the *Burnaby Development Procedures Bylaw* will delegate the authority to the General Manager Planning and Development in respect to minor variances, to:

- issue a DVP;
- amend an issued DVP, if the combined variances do not exceed 25 percent of the applicable requirements of the *Zoning Bylaw*; and
- impose terms and conditions on a DVP to ensure public safety, improve livability, maintain neighbourhood character, preserve the natural environment, retain heritage character, and/or enhance sustainability, in accordance with the applicable City's policies.

Under the proposed bylaw amendment, a minor variance is defined as a variance which:

- varies the requirements of the *Zoning Bylaw* relating to:

¹ Under the *LGA*, a local government may by bylaw delegate to an officer or employee the power to issue a DVP if the proposed variance is a minor variance, and varies: a) zoning bylaw respecting siting, size, and dimensions of buildings, structures, and permitted uses; b) off-street parking and loading space requirements; c) regulation of signs; d) screening and landscaping requirements; or e) a provision of *LGA* prescribed by regulation of the Lieutenant Governor in Council.

To: Chief Administrative Officer
From: General Manager Planning and Development
Re: Development Variance Permit Application Process – Bylaw Amendments
2023 January 11..... Page 4

- siting, size, and dimensions of a building or structure, or a portion thereof, except those related to fences and retaining walls, clearance at intersections, lot coverage, and minimum or maximum floor area of a dwelling unit or living unit; and/or
- siting of a permitted use; and
- does not exceed 25 percent of the applicable requirements of the *Zoning Bylaw*; and
- does not result in a change to the use, density, residential rental tenure, and flood plain requirements specified in the *Zoning Bylaw*.

As required by the *LGA*, the proposed amendments to the *Burnaby Development Procedures Bylaw* will include guidelines which must be considered by the General Manager Planning and Development to determine whether to issue a DVP for minor variances. The bylaw amendment also includes a provision allowing an owner of a site to request Council reconsider the decision of the General Manager Planning and Development. To seek reconsideration by Council, the owner will be required to submit a written request to the Director Legislative Services within 10 days after the issuance of the General Manager's decision. The request is to include the reasons for seeking reconsideration and the grounds for overturning or varying the decision, including refusal of the permit, or any imposed terms and conditions.

3.4 Public Notice Requirements

The proposed amendments to the *Burnaby Development Procedures Bylaw* includes the public notice requirements under the *LGA*, as well as the additional City requirements, which are proposed to apply to all DVP applications as follows:

- mailing or delivery of public notices at least 10 days before the Council meeting at which the DVP is being considered, or the decision of the General Manager Planning and Development for minor variances is reconsidered. The notices will be mailed to the owners and tenants of properties within 50 m (164 ft.) from that part of the site that is subject to the permit;
- mailing or delivery of public notices at least 10 days before the General Manager Planning and Development makes a decision in respect to a minor variance. The notices will be mailed-out to the owners and tenants of the properties within 50 m (164 ft.) from that part of the site that is subject to the permit;
- the applicant will be required to post sign(s) on the site:
 - at least 30 days prior to the Council meeting at which the application, with the exception of reconsideration of minor variances, will be considered;
 - at least 10 days prior to the Council meeting at which the decision of the General Manager Planning and Development for a minor variance will be reconsidered; and
 - no later than 15 days after the application for a minor variance is made by the applicant.
- a copy of all the correspondence received in response to the public notification for a DVP application except for a minor variance, will be provided to Council at the meeting at which the application will be considered.

The sign specification, number of signs, and the information posted on the sign(s) will be determined and approved by the General Manager Planning and Development for DVP applications.

As with TUP applications, the applicant will be required to remove the public notice sign(s) within 10 days after the decision of Council or the General Manager Planning and Development to approve or

refuse the application. If the applicant fails to do so, the City would have the ability to enter the site and remove the sign(s) and charge a removal fee of \$257, which will be set out in the *Burnaby Consolidated Fees and Charges Bylaw* (see Section 4.0 of this report).

If Council adopts the proposed 50 m (164 ft.) notification distance for delivery of public notices for DVP applications, this expanded notice area will also apply to TUP applications. Under the current *Burnaby Development Procedures Bylaw*, the notification distance for TUP applications is 30 m (98.4 ft.).

3.5 Security Requirements

Council, or the General Manager Planning and Development in the case of minor variances, may require security as a condition of issuance of a DVP in an amount stated in the permit for the following purposes:

- a condition in the permit respecting landscaping which has not been satisfied; and
- an unsafe condition or damage to the natural environment which has resulted as a consequence of a contravention of a condition in the permit.

If the applicant fails to meet the landscaping requirements, or resolve an unsafe condition or damage to the natural environment caused due to contravention of a condition in the permit, the City, at its sole discretion, may undertake the required works to resolve these conditions and apply the security in payment of the cost of such works.

It is proposed that the *Burnaby Development Procedures Bylaw* be amended to delegate to the General Planning and Development the authority to require and establish the amount of security for a DVP for minor variances. The bylaw amendment will include guidelines for Council and the General Manager Planning and Development, as applicable, to determine the amount of security and will require the payment of fees for the administration of the security. For DVPs, security may only be required for landscaping and remediation works, whereas for TUPs the *LGA* allows local governments to require other securities (e.g. to remove the temporary building) to ensure the performance of the terms and conditions of the TUP. The administration fees will be set out in the *Burnaby Consolidated Fees and Charges Bylaw* and are proposed to be 1% of the security amount for Landscaping and Remediation securities (for DVPs and TUPs) and 1% of the security amount for performance of terms of TUPs.

3.6 Lapse of Permit

As with a TUP, if the construction with respect to the requested variance(s) does not substantially start within two (2) years of a DVP being issued, the permit will lapse and a new application will be required if the applicant wishes to pursue the construction.

4.0 AMENDMENT TO BURNABY CONSOLIDATED FEES AND CHARGES BYLAW

The *LGA* authorizes the City to impose application fees for the issuance of a DVP, as well as fees to cover the costs of administration and inspection of the works and services that are required as conditions of a DVP. The recommended amendments to the *Burnaby Consolidated Fees and Charges Bylaw* related to DVP applications are discussed below. *Appendix B* of this report sets out the

proposed fees table and amendments to be added to Schedule E4 of the *Burnaby Consolidated Fees and Charges Bylaw*.

4.1 Application Fees for DVP Applications

It is recommended that the application fees of \$2,800 and \$2,200 be applied to DVP applications that require Council approval (applications containing variances other than minor variance). The lower application fee of \$2,200 will apply to those applications containing three (3) or fewer variances, while \$2,800 will apply to the applications with more than three (3) variances. These application fees will also apply to those applications containing the combination of minor variances and other variances.

Given a shorter review time for minor variances due to the delegation of approval power to the General Manager Planning and Development, it is recommended that the application fees of \$1,800 and \$1,200 be applied to DVP applications in respect to minor variances. An additional fee of \$1,000 will be applied if the owner of a site requests Council to reconsider the decision of the General Manager Planning and Development for minor variances. The proposed fees would generally cover the average costs associated with the administration, processing, public notification, and clerical tasks related to process of the permit.

Any revision to a proposed variance that is requested by the applicant after approval of the permit by Council or the General Manager Planning and Development and prior to issuance of the permit, will require an additional fee of \$1,000, provided that it requires further review/referral and/or report to Council. The DVP amendment fee would cover the costs of further review of the proposal, public notification, review and approval of any additional terms and conditions of the permit, and a report of the amendment to Council.

Staff conducted a review of the DVP application fees in other municipalities, including the City of Coquitlam, Delta, North Vancouver, Port Coquitlam, Richmond, New Westminster, Port Moody, and Surrey, and Township of Langley. The application fees in these municipalities (2022 fees) are ranging from \$754 to \$3,581 for DVP applications. The proposed applications fees for DVP applications in Burnaby are in line with the DVP application fees in other municipalities.

4.2 Administration Fees for Security Deposits for DVPs

A local government may require security deposits as a condition of issuing a DVP, as discussed in *Section 3.5* of this report. The security deposits may be returned to the holder of the permit once staff's inspection confirms that the work is completed to the satisfaction of the City. To cover the costs of the administration and inspection related to Landscaping and Remediation security deposits for DVPs, it is recommended that an administration fee equal to 1% of the required security deposits be applied to these applications.

4.3 Public Notification Sign Removal Fee

As discussed in *Section 3.4* of this report, it is recommended that public notification sign(s) be removed from the site within 10 days after approval or refusal of the permit by Council or the General Manager Planning and Development. If the applicant fails to remove the sign(s), as noted, it is recommended

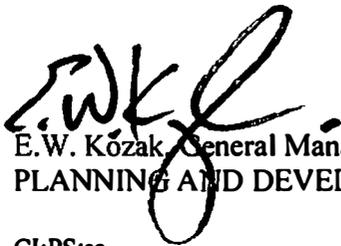
To: Chief Administrative Officer
From: General Manager Planning and Development
Re: Development Variance Permit Application Process – Bylaw Amendments
2023 January 11..... Page 7

that a \$257 public notification sign removal fee be charged if the City removes the sign. This is the same fee that applies to removal of public notification signs for TUP applications.

5.0 CONCLUSION

The proposed amendments to the *Burnaby Development Procedures Bylaw* establish application requirements and procedures for the review and issuance of DVPs, including the delegation of authority for minor variances to the General Manager Planning and Development, in accordance with the requirements of the *LGA*. These amendments also result in minor changes to requirements for TUP applications, including expanding the public notification area to 50 m (164 ft.) and applying guidelines for establishing the amount of security. In addition to the changes to the *Burnaby Development Procedures Bylaw*, amendments to the *Burnaby Consolidated Fees and Charges Bylaw* are also required to establish fees for DVP applications, administration of security and removal of DVP public notification signs.

It is recommended that Council authorize the City Solicitor to bring forward bylaw amendments to the *Burnaby Development Procedures Bylaw*, substantially as outlined in *Section 3.0* and set out in *Appendix A* of this report, and a bylaw amending the *Burnaby Consolidated Fees and Charges Bylaw*, substantially as outlined in *Section 4.0* and set out in *Appendix B* of this report.



E. W. Kozak, General Manager
PLANNING AND DEVELOPMENT

CI:PS:sa

Attachments

Copied to: Deputy CAO/CFO
General Manager Engineering
Senior Manager Legislative Services
General Manager Community Safety

General Manager Corporate Services
Chief Building Inspector
City Solicitor
General Manager Lands and Facilities

Recommended Amendments to the Burnaby Development Procedures Bylaw

It is recommended that the *Burnaby Development Procedures Bylaw* be amended as follows:

1. **THAT** the following definitions of “development variance permit”, “minor variance” and “*Zoning Bylaw*” be added to Section 2.1, in alphabetical order, with wording the same or similar to the following:

“development variance permit” means a development variance permit authorized under the *Local Government Act*

“minor variance” has the meaning set out in 4A.1 of this **bylaw**

“*Zoning Bylaw*” means the *Burnaby Zoning Bylaw, 1965*

2. **THAT** the definition of “permit” in Section 2.1 be repealed in its entirety and replaced with wording the same or similar to the following:

“permit” means a **temporary use permit** or a **development variance permit**

3. **THAT** Section 3.5 be repealed in its entirety and replaced with wording the same or similar to the following:

3.5 If **Council** refuses an application for a **permit** in accordance with section 4.3(c) of this **bylaw** or following reconsideration of a **permit** application under section 4A.5 of this **bylaw**, the **applicant** shall not reapply for the same **permit** for one (1) year after the date of the open **Council** meeting at which the application or reconsideration was considered, except that the time limit may be varied in relation to a specific reapplication with an affirmative vote of at least 2/3 of members of **Council** eligible to vote on the reapplication and this **bylaw** applies to the reapplication as if it were a new application.

4. **THAT** Sections 3.6 and 3.7 be added with wording the same or similar to the following:

3.6 If the **General Manager Planning and Development** refuses an application for a **development variance permit** in respect to **minor variances** under Part 4A of this **bylaw**, the **applicant** shall not reapply for the same **permit** for one (1) year after the date of issuance of the decision of the **General Manager Planning and Development**.

3.7 An application for a **permit** shall be approved or refused by **Council** or the **General Manager Planning and Development**, as applicable, within one (1) year after the date the application was made, except that the time limit may be extended by the **General Manager Planning and Development** for up to one (1) year upon receipt of a written request from the **applicant**.

5. THAT the heading for Part 4 be renamed “PART 4: COUNCIL APPROVAL PROCESS”
6. THAT Part 4A be added, after Part 4, with wording the same or similar to the following:

PART 4A: MINOR VARIANCES

4A.1 For the purpose of this bylaw, **minor variance** means a variance that meets all of the following criteria:

- (a) varies the requirements of the *Zoning Bylaw* relating to:
 - (i) siting, size, and dimensions of a building or structure, or a portion thereof, except those related to fences and retaining walls, clearance at intersections, lot coverage, and minimum or maximum floor area of a dwelling unit or living unit; and/or
 - (ii) siting of a permitted use;
- (b) does not exceed 25 percent of the applicable requirements of the *Zoning Bylaw*; and
- (c) does not result in a change to the use, density, residential rental tenure, and flood plain requirements specified in the *Zoning Bylaw*.

4A.2 Pursuant to section 498.1 of the *Local Government Act*, Council delegates to the **General Manager Planning and Development** the authority to:

- (a) issue a **development variance permit** in respect to **minor variances**;
- (b) amend a **development variance permit** issued in respect to **minor variances**, provided that the combined variances do not exceed 25 percent of the applicable requirements of the *Zoning Bylaw*; and
- (c) impose terms and conditions in a **development variance permit** in respect to **minor variances** to ensure public safety, improve livability, maintain neighbourhood character, preserve the natural environment, retain heritage character, and/or enhance sustainability, in accordance with applicable City policies.

4A.3 The **General Manager Planning and Development** shall consider the following guidelines in determining whether to issue a **development variance permit** for **minor variances**:

- (a) the requested variance facilitates the efficient use and development of the **site**, taking into account the specific **site** conditions and/or special circumstances have unreasonably compromised the potential development of the **site**;
- (b) the **applicant** has made reasonable efforts to eliminate the need for, or reduce the extent of, the requested variance;

Appendix A

- (c) the proposed development is generally compatible with the adjacent neighbourhood and uses;
 - (d) the proposed development will not have significant impacts on adjacent uses, streetscapes, or the natural environment;
 - (e) the requested variance generally meets the intent of the *Zoning Bylaw*; and
 - (f) the proposed development and the requested variance are generally in compliance with other City policies and regulations.
- 4A.4 The **General Manager Planning and Development** may refer an application for a **development variance permit** in respect to a **minor variance** to City departments and/or external organizations prior to making a decision about the application.
- 4A.5 An owner of a site that is subject to a decision of the **General Manager Planning and Development** in accordance with section 4A.2 of this bylaw may request **Council** reconsider the decision by submitting a written request for reconsideration to the Director Legislative Services within 10 days after the date of issuance of the decision. The written request shall include the reasons for seeking reconsideration, including the grounds on which the owner considers the decision of the **General Manager Planning and Development** should be overturned or varied and what terms and conditions, if any, should be overturned or varied.
- 4A.6 The public notification requirements in Part 5 of this bylaw shall apply to an application to the **General Manager Planning and Development** and reconsideration by **Council** under this Part 4A.
7. **THAT** Sections 5.1 to 5.5 be repealed in their entirety and replaced with wording the same or similar to the following:
- 5.1 Where notice is required to be provided in the *Local Government Act* or under this bylaw for an application for a **permit**, the distance for the mailing or delivery of notices is 50 m (164 ft.) from that part of the site that is subject to the **permit**.
 - 5.2 The **City** shall give notice of an application for a **permit** or **Council** reconsideration of a decision under this bylaw in accordance with the following, as applicable:
 - (a) for a **temporary use permit**, in accordance with section 494 of the *Local Government Act*;
 - (b) for a **development variance permit** to be considered by **Council**, in accordance with section 499 of the *Local Government Act*; and
 - (c) for a **development variance permit** in respect to **minor variances**, in accordance with section 499 of the *Local Government Act* as if the decision of the **General Manager Planning and Development** is a **Council** resolution.

Appendix A

- 5.3 In addition to all statutory notice requirements, an **applicant** shall post a sign on the **site** in respect to an application for a **permit** or **Council** reconsideration of a decision under this **bylaw** in accordance with the following:
- (a) for a **permit** to be considered by **Council**, at least thirty (30) days prior to the date of the **Council** meeting at which the application will be considered;
 - (b) for a **development variance permit** in respect to **minor variances**, no later than fifteen (15) days after the date the application was made in accordance with section 3.1 of this **bylaw**;
 - (c) for **Council** reconsideration of a decision of the **General Manager Planning and Development** under Part 4A of this **bylaw**, at least ten (10) days prior to the date of the **Council** meeting at which the decision will be reconsidered.
- 5.4 The **General Manager Planning and Development** may establish requirements, including with respect to the number, size, form, location and content, for the sign(s) to be posted pursuant to section 5.3 of this **bylaw**.
- 5.5 The sign(s) required to be posted in accordance with sections 5.3 of this **bylaw** shall be removed from the **site** within ten (10) days after the decision of **Council** or the **General Manager Planning and Development**, as applicable, in respect to the application or reconsideration. If the **owner** fails to do so, the **City**, by its employees or contractors, may enter the **site** and remove the sign(s) and the **owner** shall pay the sign removal fee set out in the *Burnaby Consolidated Fees and Charges Bylaw*, and if such fee is unpaid by the 31st day of December of the year in which the expenses were incurred, shall be added to and form part of the property taxes payable in respect of the **site** as taxes in arrears.
8. **THAT** Sections 6.1 be repealed in its entirety and replaced with wording the same or similar to the following:
- 6.1 As a condition of the issuance of a **permit**, **Council** or the **General Manager of Planning and Development**, as applicable, may require that the **applicant** provide **security**, in accordance with the guidelines set out in Schedule A of this **bylaw**, and pay the fees set out in the *Burnaby Consolidated Fees and Charges Bylaw* for reviewing and administering the **security**, in the event that:
- (a) a condition in the **permit** respecting landscaping is not satisfied;
 - (b) an unsafe condition results as a consequence of a contravention of a condition in the **permit**;
 - (c) damage to the natural environment results as a consequence of a contravention of a condition in the **permit**.
9. **THAT** Sections 7.1 and 7.2 be repealed and replaced with wording the same or similar to the following:

Appendix A

- 7.1 A **temporary use permit** is valid until the expiry date or for the period of time specified in the **temporary use permit**, except that a **temporary use permit** shall expire no later than three (3) years after the **temporary use permit** was issued.
- 7.2 Subject to an application in accordance with section 3.1 of this bylaw, a **temporary use permit** may be renewed on terms and conditions approved by **Council**. A **temporary use permit** may be renewed only once.
10. **THAT** Section 7.4 be repealed.
11. **THAT** the following Schedule A be added with wording the same or similar to the following:

Schedule A

Security Guidelines

1. **Form of Security:** cash, a certified cheque, bank draft or a clean, unconditional, irrevocable letter of credit satisfactory to the **City**
2. **Amount of Security:**
 - (a) **Security for Landscaping and Remediation** (to ensure the provision of landscaping and/or rectifying an unsafe condition or damage to the natural environment)

The amount of security is to be based on the final cost estimates to install and/or remedy the works, as submitted by a Landscape Architect, Qualified Environmental Professional, Professional Engineers and Geoscientists, or other qualified professional satisfactory to the **City**, which amount is to be approved by the **City**. All estimates must be provided by the applicant at the applicant's expense.
 - (b) **Security for Performance of Terms of Temporary Use Permit** (to ensure performance of other terms and conditions such as removal of building and restoration of land)

The amount of security should be based on the final cost estimates to undertake the works, submitted by a qualified professional and approved by the **City**, and the cost estimate at the time of expiration of the permit shall apply. All estimates must be provided by the applicant at the applicant's expense.
3. In special circumstance, an alternate method of calculating the amount of **security** may be approved by the **General Manager Planning and Development**.

Recommended Amendments to the Burnaby Consolidated Fees and Charges Bylaw

The following amendments to the *Burnaby Consolidated Fees and Charges Bylaw* are recommended to establish application fees for development variance permit applications:

1. THAT “Schedule E4 – Development Procedures Bylaw” be amended by deleting the rows for the subheadings “Administration Fees” and “Public Notice Sign Removal Fees”.
2. THAT the following be added at the end of “Schedule E4 – Development Procedures Bylaw” with wording the same or similar to the following:

DEVELOPMENT VARIANCE PERMIT APPLICATION FEES – Section 3.1(c)	
▪ Development Variance Permit (DVP) Applications:	
(a) DVP application fee (Minor Variance) for three or less variances	\$1,200.00
(b) DVP application fee (Minor Variance) for more than three variances	\$1,800.00
(c) DVP application fee (Other than Minor Variance, or Combination of Minor Variance and Other Variances) for three or less variances	\$2,200.00
(d) DVP application fee (Other than Minor Variance, or Combination of Minor Variance and Other Variances) for more than three variances	\$2,800.00
(e) DVP application fee (Council Reconsideration of Minor Variances)	\$1,000.00
(f) DVP amendment fee	\$1,000.00

SECURITY ADMINISTRATION AND SIGN REMOVAL FEES	
▪ Security Administration Fee (Section 6.1 and 6.4)	
For processing and reviewing security for Landscaping and Remediation, or for Performance of Terms of Temporary Use Permit	1% of estimated security
▪ Public Notice Sign Removal Fee (Section 5.5)	
Sign Removal Fee	\$257.00