

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3003

A bylaw to amend Development Application Procedures Bylaw No. 2790, 2014

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as **“Development Application Procedures Amendment Bylaw No. 3003, 2020”**.

2. That “Development Application Procedures Bylaw No. 2790, 2014” be hereby amended as follows:

(a) That Section 8.4 is deleted and replaced with:

“8.4 The applicant must mail, or otherwise deliver, notification of the Public Information Meeting to owners and occupiers of properties within a radius of 100 m from the subject property for OCP, Zoning and Temporary Use Permits, or 30m for Development Variance Permits. The Director of Development Services is authorized at his discretion to waive the requirement to hold, or modify the notification distance required for, a Public Information Meeting based on the nature of the proposal **or permit the use of the Alternative Public Information Meeting process in extenuating circumstances.**”

(b) That Section 8.5 is inserted:

“8.5 When authorized by the Director of Development Services the Alternative Development Information Meeting process may be used. The process requires the applicant mail, or otherwise deliver, a letter advising the owners of the properties specified within Section 8.4 of the development proposal along with the following information:

- a) A detailed description of the proposal;
- b) The web link to the City’s Development Applications Website where the application submission can be viewed;
- c) The applicant’s phone number and email address;
- d) A timeframe (minimum of two weeks from the date the letter is mailed) for when comments and questions can be directed to the applicant; and,
- e) The contact information for the City’s Development Planning Division.

The applicant must provide the City a summary of the process documenting the information provided and questions and comments received.”

3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 14th day of April, 2020

Read a second time this 14th day of April, 2020

Read a third time this 14th day of April, 2020

Finally passed and adopted this 14th day of April, 2020

Mayor

Corporate Officer