Comox Valley REGIONAL DISTRICT

Planning Fees, Procedures, and Delegation

The following is a consolidated copy of the Planning Fees, Procedures, and Delegation Bylaw and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
899	Planning Fees, Procedures, and Delegation Bylaw No. 899, 2026	May 26, 2026	To establish planning procedures, heritage alteration permit procedures, fees, public notice, and delegated authorities
929	Planning Fees, Procedures, and Delegation Bylaw No. 899, 2026, Amendment No. 1	September 1, 2026	To amend the bylaw to correct some clerical errors

This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. Titles and whereas clauses may be different than in original bylaws to make this consolidated version more clear and identify historical changes and conditions. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 899

A bylaw to establish planning procedures, heritage alteration permit procedures, fees, public notice, and delegated authorities for the Comox Valley Regional District

WHEREAS the Board of the Comox Valley Regional District has adopted an official community plan and a zoning bylaw;

AND WHEREAS the Board of the Comox Valley Regional District has designated areas within which temporary use permits may be issued and within which development permits are required;

AND WHEREAS under Section 460 of the *Local Government Act*, a local government that has adopted an official community plan bylaw or a zoning bylaw must, by bylaw, define procedures under which an owner of land may apply for an amendment to the plan or bylaw, or the issue of a permit under Part 14 of the *Local Government Act*;

AND WHEREAS under Section 462 of the *Local Government Act*, a local government may, by bylaw, impose application fees for applications to initiate changes to official community plan bylaws, land use regulation bylaws, bylaws under Division 11 of Part 14, and bylaws under Part 15, and for the issue of land use permits, heritage alteration permits, applications to a board of variance, inspections, and subdivision applications;

AND WHEREAS under Section 590 of the *Local Government Act*, a local government may, by bylaw, define procedures under which a person may apply for an amendment to a bylaw under Part 15 or for the issue of a permit under Part 15;

AND WHEREAS under Section 397 of the *Local Government Act*, a board may, by bylaw, impose fees and charges payable in respect of a service of the regional district or the use of regional district property;

AND WHEREAS under Section 468 of the *Local Government Act*, a local government may, by bylaw, require the posting of a notice on land that is the subject of a proposed bylaw amendment and specify the size, form, content and manner of posting of the notice;

AND WHEREAS under Section 94.2 of the *Community Charter*, a local government may, by bylaw, provide for alternative means of publishing a notice;

AND WHEREAS under Section 502 of the *Local Government Act*, a local government may, as a condition of the issue of a land use permit, require an applicant to

provide security in the amount stated in the permit;

AND WHEREAS under Section 35 of the *Cannabis Control and Licensing Act*, a local government that gives comments and recommendations on a cannabis licence application may, by bylaw, impose fees on the applicant in order to recover the costs incurred in assessing the application;

AND WHEREAS under Section 617 of the *Local Government Act*, a local government may require a Heritage Alteration Permit for proposed alterations to a property or structure that is protected heritage property or within a Heritage Conservation Area;

AND WHEREAS under Section 229(1)(b) of the *Local Government Act*, the Board may delegate its powers, duties and functions to an officer or employee of the Comox Valley Regional District, subject to the limitations established by enactment;

AND WHEREAS the Board wishes to delegate to the Executive Manager the authority to issue certain development permits under Section 490(1) of the *Local Government Act*, grant site-specific exemptions to floodplain specifications under Section 524(7), issue certain minor development variance permits under Section 498.1, and issue a Heritage Alteration Permit in accordance with Section 617, in accordance with this bylaw;

NOW THEREFORE the Board of the Comox Valley Regional District in open meeting assembled enacts as follows, pursuant to the *Local Government Act* and the *Community Charter*:

Application

(1) This bylaw applies to all lands and the surface of water within the Comox Valley Regional District (CVRD) that are subject to an application procedure, permit, approval, review, fee or charge established by this bylaw.

(2) Schedules A, B and C, attached to and forming part of this bylaw, are adopted as the planning procedures, fees and charges of the CVRD.

(3) Schedule D, attached to and forming part of this bylaw, is adopted to delegate authority to the Executive Manager (as defined by this bylaw) to:

(a) issue development permits;

(b) grant site-specific exemptions to floodplain specifications; and

(c) issue minor development variance permits,

as set out in that Schedule.

Execution of permits and approvals

(1) Where a permit or approval is issued by the Board or by the General Manager responsible for Planning and Development Services, or designate, under delegated authority in this bylaw, the permit or approval may be signed, sealed and executed on behalf of the Comox Valley Regional District by:
   (a) (a) the General Manager responsible for Planning and Development Services, or designate; or
   (b) (b) the Corporate Officer.

(2) For certainty:
   (a) execution under this Section is administrative in nature and gives effect to a decision already made under this bylaw; and
   (b) nothing in this Section limits or replaces any authority otherwise established under CVRD bylaws, including Bylaw No. 21.

Relation to *Local Government Act* and severability

(1) This bylaw is not intended to conflict with the *Local Government Act*, the *Cannabis Control and Licensing Act*, or any other applicable enactment, and nothing in this bylaw fetters the statutory authority of the CVRD.

(2) If any section, subsection, sentence, clause or phrase of this bylaw is held to be invalid by a court of competent jurisdiction, that portion will be severed and the remainder of this bylaw will remain in force.

Public Notice

(1) In this Section, “public notice” has the same meaning as in the *Community Charter*.

(2) Where a public notice is required to be published under the *Community Charter* or the *Local Government Act*, the Comox Valley Regional District shall publish the notice by:
   (a) publication on a Comox Valley Regional District social media or public engagement platform; and
   (b) publication in a newspaper in general circulation in the Comox Valley Regional District.

(3) For the purposes of Section 94.2 of the *Community Charter*, the means of publication set out in subsection (2) are the means prescribed by this bylaw for giving public notice.

(4) Public notice shall also be posted in the public notice posting places in accordance with Section 94 of the *Community Charter*.

(5) The timing of public notice shall be in accordance with the applicable requirements of the *Community Charter*, the *Local Government Act*, and any other applicable legislation.

(6) Nothing in this Section limits the Comox Valley Regional District from providing additional notice by other means.

Repeal

(1) Bylaw No. 328, cited as the "Comox Valley Regional District Planning Procedures and Fees Bylaw No. 328, 2014," and all amendments thereto, is repealed upon adoption of this bylaw.

(2) Bylaw No. 2365, cited as the "Development Permit Delegation Bylaw 2001," and all amendments thereto, is repealed upon adoption of this bylaw.

Citation

This Bylaw No. 899 may be cited as the "Planning Fees, Procedures, and Delegation Bylaw No. 899, 2026."

Schedule A

General provisions

(1) Definitions

Applicant	means a person who makes application under this bylaw as authorized by all owners of the land that is subject to the application.
Board	means the Board of the Comox Valley Regional District (CVRD).
Corporate officer	means the person assigned responsibility for corporate administration under section 236 of the *Local Government Act.*
Executive Manager	means the senior management staff of the CVRD who consists of the Chief Administrative Officer or their designate, the Corporate Officer or their designate, the Chief Financial Officer or their designate and all General Managers.
Development Permit Area	means a development permit area created by the Rural Comox Valley Official Community Plan adopted by the CVRD.
Electoral Areas Services Committee (EASC)	means a standing committee established pursuant to Section 218(1) of the *Local Government Act* to consider matters relating to CVRD services that are delivered in electoral areas
Minor Development Variance Permit	means a development variance permit that meets the criteria for delegation set out in Schedule D of this bylaw.
Pre-acceptance Review	means an informal review by CVRD staff of a development proposal or planning application to identify the likely submission requirements for a complete application. Based on the location, scale, complexity or other factors of a project, the review may result in a requirement for a pre-application consultation meeting.
Pre-application	means a meeting between an applicant and CVRD staff to

Consultation Meeting	identify the requirements and materials to assist the applicant in the submission of a complete application. Comments made at the meeting do not imply support for or approval of a subsequent application. Substantial changes to a proposal may invalidate comments provided at the meeting and necessitate a new consultation meeting.
Qualified Professional	may include a landscape professional, qualified environmental professional, registered professional biologist, registered professional engineer, or other professional who is working within their field of expertise and is in good standing with the applicable professional organization.
Reconsideration	outlines an applicant's right as provided for within the *Local Government Act* to appeal a decision made by a delegated authority and request that the CVRD Board reconsider the application.

(2) Application requirements

(a) Unless otherwise determined by the Executive Manager for a particular application, the minimum application requirements for all applications are:

(i) a completed application form, including a description of the proposed works and a written explanation illustrating the need for the request;

(ii) a current certificate of title for the subject property, dated not more than 30 days before the date of application, together with copies of all registered covenants, easements, rights-of-way and encumbrances affecting the land. These documents may be obtained by the CVRD for the fees set out in Schedule B;

(iii) a site plan drawn to scale showing the subject property, existing and proposed buildings, structures, works and setbacks. Where required by the Executive Manager, the applicant must provide a site plan or survey plan prepared by a British Columbia Land Surveyor in good standing. If a bylaw amendment is intended to facilitate future subdivision, the plan must show all proposed lots, watercourses and a buildable area on each proposed parcel that complies with applicable bylaws. If a biophysical or other

environmental assessment is required, the plan must show the relevant environmental features and setbacks required by applicable enactments;

(iv) for an application involving land alteration or ground disturbance, the applicant must acknowledge receipt of information provided by the CVRD respecting archaeological site protection under the Heritage Conservation Act and, where identified by the CVRD as applicable, the potential applicability of K'ómoks First Nation Cultural Heritage Investigation Permit processes;

(v) copies of approvals, permits, authorizations or other materials from other authorities having jurisdiction, where required by the Executive Manager to evaluate the application or to confirm that a condition precedent to issuance has been satisfied; and

(vi) all application fees.

(vii) Incomplete applications will not be accepted.

(3) Development approval information

(a) Development approval information applies in any area or circumstance designated in the official community plan.

(b) Where development approval information is applicable, the procedures and policies for reports and studies are set out in "Comox Valley Regional District Development Approval Information Bylaw No. 369, 2015" and amendments thereto.

(4) Independent review

(a) The Executive Manager may require that a report submitted in support of an application be reviewed, at the applicant's expense, by a second qualified professional who is independent of the qualified professional who prepared the initial report.

(b) The applicant will be notified if an independent review is required.

(5) Security deposit, undertakings and related deposits

(a) Development permit security

(i) Where included as a condition of development permit issuance, the Executive Manager or the Board may require security in accordance with Section 502 of the *Local Government Act*.

(ii) The amount of the security shall be 125 per cent of the cost of the following, as determined by a qualified professional, and in no case

shall be less than $2,500 per permit:

(1) landscaping;

(2) works, construction or other activities to correct an unsafe condition; and

(3) works, construction or other activities to correct damage to the natural environment.

(iii) The security must be provided, at the applicant's choice, by irrevocable letter of credit or by deposit of securities in a form satisfactory to the Executive Manager.

(iv) Where security is provided by cash or other monetary deposit, the CVRD will hold the funds in deposit of securities in a form satisfactory to the CVRD.

(v) The procedures for release of the security are as follows:

(1) upon completion of the works, the permit holder must submit a letter from a qualified professional stating whether the works comply with the recommendations of the professional reports included in the permit; and

(2) upon confirmation, to the satisfaction of the Executive Manager or the Board, that the works comply with the permit and supporting reports, the security will be released.

(b) Temporary use permit undertakings and security

(i) As a condition of issuing a temporary use permit, the Board may require an undertaking and security in accordance with Sections 495 and 496 of the *Local Government Act*.

(ii) The permit may provide for the form of the security, the means for determining when there is default under the permit, and the amount of the security that forfeits to the CVRD in the event of default.

(iii) Where security is provided by cash or other monetary deposit, the CVRD will hold the funds in deposit of securities in a form satisfactory to the CVRD.

(iv) The procedures for release of the security are as follows:

(1) the permit holder must confirm in writing that buildings or structures have been demolished or removed, and that the land has been restored to the condition specified in the permit; and

(2) upon confirmation that the permit conditions and undertaking have been satisfied, the Board may authorize release of the security in accordance with the permit.

(v) If the permit holder fails to undertake required restoration works or otherwise defaults under the permit, the CVRD may enforce the undertaking or apply the security in accordance with the permit and the *Local Government Act*.

(c) Heritage alteration permits and security

(i) As a condition of issuing a heritage alteration permit, the Board may require a security in accordance with Section 618 of the *Local Government Act*.

(ii) The security, if required, shall be used to guarantee the performance of the terms, requirements, and conditions of the permit.

(iii) The permit may provide for the form of the security. Where security is provided by cash or other monetary deposit, the CVRD will hold the funds in deposit of securities in a form satisfactory to the CVRD.

(d) Temporary occupation of an additional dwelling

(i) When a property owner proposes to construct a dwelling unit on a lot that already contains the maximum number of dwelling units permitted by the zoning bylaw, the owner may apply for permission to temporarily occupy one existing dwelling unit during construction of the proposed dwelling unit, provided that the owner gives one of the following forms of security:

(1) a $10,000 security deposit in cash, by certified cheque, debit card, irrevocable letter of credit, or other form satisfactory to the Executive Manager, together with a notarized terms of agreement signed by the property owner; or

(2) a priority Section 219 covenant, registered against title as a rent charge in the amount of $10,000, to secure the demolition, removal or conversion to non-residential use of one dwelling unit once the temporary authorization expires.

(ii) Where security is provided by cash or other monetary deposit, the CVRD will hold the funds in deposit of securities in a form satisfactory to the CVRD.

(iii) If an irrevocable letter of credit is provided, it must be automatically renewable unless cancelled and redeemable locally.

(iv) An application fee pursuant to Schedule B applies.

(e) Temporary occupation of a recreation vehicle

(i) When a property owner wishes to occupy a recreational vehicle on the property while constructing a dwelling unit, the owner may apply for permission to do so, provided that the owner provides a $5,000 security deposit in cash, by certified cheque, debit card, irrevocable letter of credit, or other form satisfactory to the Executive Manager, together with a notarized terms of agreement signed by the property owner.

(ii) Where security is provided by cash or other monetary deposit, the CVRD will hold the funds in deposit of securities in a form satisfactory to the CVRD.

(iii) If an irrevocable letter of credit is provided, it must be automatically renewable unless cancelled and redeemable locally.

(iv) An application fee pursuant to Schedule B applies.

(6) Covenant registration deposit

The Executive Manager may require a deposit for legal and registration costs relating to a covenant or other charge on title for the following applications:

(a) development permit, where included as a condition of permit issuance;

(b) site-specific exemption to floodplain specifications, where included as a condition of approval;

(c) heritage alteration permit, where included as a condition of permit issuance;

(d) rezoning, where included as a condition of Board approval; and

(e) subdivision, where included as a condition of approval.

(7) Application abandonment, withdrawal or extension

(a) An application that is inactive for a period of six months may be deemed abandoned and closed by the CVRD. A refund pursuant to Schedule B may be requested by the applicant in writing.

(b) If an application does not proceed or is withdrawn in writing by the applicant, a refund pursuant to Schedule B may be requested by the applicant in writing.

(c) An applicant may apply for an extension of up to one year. Any extension approved by the Board, whether for the maximum one year or a lesser period, is subject to the fee set out in Schedule B.

(d) Where an application has been denied, no substantially similar application will be considered within one year of the denial date of the previous application, unless otherwise permitted under the *Local Government Act*.

(e) If an application is closed, withdrawn or denied, the fees in Schedule B apply to any new application.

(8) Permit amendment

(a) Unless otherwise expressly provided in this bylaw, an application to amend a permit will be processed in substantial accordance with the process for a new permit.

(b) Application fees to amend a permit are set out in Schedule B.

(9) Public hearing notice

(a) Public notice of a public hearing shall be provided in accordance with the Public Notice section of this bylaw and applicable legislation.

(10) Notices to owners and tenants

(a) Where notice to owners and tenants is required by this bylaw or another enactment, the following radius applies, measured from the lot lines of the subject property:

Comox Valley Regional Growth Strategy Land Use Designations	Radius measured from the lot lines of the subject property
Settlement nodes	100 metres
Settlement expansion areas	100 metres
Rural settlement areas	200 metres
Agricultural areas	750 metres
Resource Areas	1,000 metres

(b) If different radii are applicable, the greatest radius applies.

(c) For an application involving the construction of a Telecommunications Antenna System, the radius is the greater of:

(i) the applicable radius in subsection (1); and

(ii) ten times the height of the proposed tower, measured from the lot lines of the subject property.

(d) For greater certainty, the notice requirements of this bylaw and Section 499 of the *Local Government Act* do not apply to minor development variance permits issued under Section 498.1 of the *Local Government Act*.

(11) Development notice sign guidelines

(a) Where a development notice sign is required, the sign must be installed, at the applicant's expense, at least 10 days before the public hearing, if one is required, or otherwise at least 10 days before the Board meeting at which the bylaw will be considered following the required notice.

(b) The applicant must submit photographs confirming that the sign has been installed in a visible location on the subject property. Failure to do so may result in rescheduling of the matter and additional fees.

(c) After the public hearing, if one is held, or after the Board has considered the matter, the sign must be promptly removed at the applicant's expense.

(d) The sign must be consistent with the template supplied by the CVRD and contain the following minimum information:

(i) application type, application number, street address and applicant name;

(ii) a subject property map, which may be supplied by the CVRD, with a north arrow and street names; and

(iii) a description of the proposal, including proposed uses, gross floor area, building height, number of units, and any other information required by the Executive Manager.

(e) The minimum size of the sign is 1.2 metres in width and 1.2 metres in height.

(f) The bottom of the sign face must be at least 1.2 metres above grade.

(g) Where two or more applications relate to adjacent or contiguous properties and are being considered together as part of a single development proposal or coordinated process, the Executive Manager may permit one or more consolidated development notice signs in place of individual signs for each property, provided that:

(i) the sign or signs are located to ensure reasonable visibility to the public from adjacent roads;

(ii) all applicable application numbers and subject properties are clearly identified on the sign; and

(iii) the number and location of signs are sufficient, in the opinion of the Executive Manager, to provide effective notice to the public.

(12) Cannabis licensing

(a) When notice of an application is received under Section 33 of the *Cannabis Control and Licensing Act*, the Board may, where required or considered appropriate, gather the views of residents of an area determined by the Board using one or more of the following methods:

(i) receiving written comments in response to a public notice of the application;

(ii) conducting a public hearing in respect of the application;

(iii) holding a referendum; or

(iv) another method the Board considers appropriate.

(13) Reconsideration of Delegated Decisions

(a) An owner of land that is subject to a decision of the Executive Manager under this bylaw may request that the Board reconsider the decision.

(b) Subsection (1) applies to decisions made under delegated authority, including:

(i) development permits;

(ii) site-specific exemptions to floodplain specifications; and

(iii) minor development variance permits.

(c) A request for reconsideration must be submitted in writing to the Corporate Officer within 30 days of the date the decision is provided to the applicant.

(d) The request must include:

(i) the applicant's contact information;

(ii) the decision being reconsidered;

(iii) the reasons for reconsideration; and

(iv) any supporting information.

(e) Upon receipt of a complete request, the matter will be scheduled for consideration by the Board.

(f) On reconsideration, the Board may confirm, vary, or set aside the decision of the Executive Manager and substitute its own decision.

Schedule B

Note: Applicants are encouraged to confirm the applicable fee with CVRD staff prior to submitting an application.

(1) Annual fee adjustment

(a) Beginning January 1, 2028, the fees and charges set out in this Schedule shall be increased by three per cent annually, rounded up to the nearest dollar.

(b) The adjusted fees and charges shall apply to applications received on or after January 1 of each year.

(c) For certainty, the annual adjustment applies to all fixed fees and charges set out in this Schedule, including fixed administrative charges associated with Land Title Office document retrievals, but does not apply to deposits, securities, legal costs, consultant costs, independent review costs, Land Title Office charges recovered at cost, or any other external cost recovered on an at-cost basis.

(2) Bylaw amendment			Fees in effect September 7, 2026 to December 31, 2027	Fees in effect January 1, 2028 to December 31, 2028
(a)	Official community plan amendment			
	(i)	Minor amendment, meaning an amendment that does not change the land use designation or permitted density	$5,280	$5,439
	(ii)	Major amendment, meaning an amendment that changes the land use designation or permitted density	$6,600	$6,798
	(iii)	As a component of a combined application with a zoning bylaw amendment for the same development proposal plus the applicable zoning bylaw amendment fee under Section (2)(b)	$3,300	$3,399
(b)	Zoning bylaw amendment			
	(i)	Amendment limited to a site-specific zone exception	$2,640	$2,720
	(ii)	All other amendments	$3,960	$4,079

	(c)	Multiple or phased bylaw amendment applications Where a proposal is submitted in phases, or through multiple applications for the same or related development on the same lot or on contiguous lots under common ownership, the CVRD may determine the applicable fee based on the overall development proposal. For certainty, this provision is intended to prevent fee avoidance through artificial segmentation of a single development proposal		
(3)		Temporary use permit (per lot)		
	(a)	New application	$1,980	$2,040
	(b)	Renewal	$990	$1,020
(4)		Development permit (per lot)		
	(a)	Base fees		
		(i) Environmental, hazard, or shoreline development permit where a soft or Greenshores™ shoreline protection device is proposed, or where the permit is otherwise delegated	$396 for freshwater, coastal, bald eagle and great blue heron $528 for steep slopes, and soft or Greenshore™ shoreline protection device	$408 for freshwater, coastal, bald eagle and great blue heron $544 for steep slopes, and soft or Greenshore™ shoreline protection device
		(ii) Shoreline development permit involving a hardened shoreline protection device, form and character development permit, or any other development permit that requires Board consideration	$1,320	$1,360
	(b)	Additional variable fees These additional fees apply only to form and character, or comprehensive development, or mixed use development permits that include buildings or structures, including new construction, additions, or alterations		

(i)	Residential development: add the fee shown in the fee column for each unit after the second dwelling unit	+$33/unit	+$34/unit
(ii)	Non-residential or mixed use development: add the fee shown in the fee column per square metre of gross floor area over 750 square metres	+$2/sq m	+$3/sq m
(iii)	Maximum additional fee: $10,000		
(iv)	Mixed use development Calculate both (i) and (ii), and apply the higher amount		
(v)	Gross floor area is calculated in accordance with the zoning bylaw		
(vi)	Phased or multiple applications If a development is proposed in phases, or through multiple applications on the same lot or on contiguous lots under common ownership under the same ownership, the CVRD may calculate the total number of dwelling units and total gross floor area across all phases or applications to determine the applicable fee		

(c) Multiple development permits for the same development proposal

(i) If more than one development permit is required for the same development proposal and each permit can be issued by the same authority, the highest base fee applies, plus any additional variable fees

(ii) If more than one development permit is required for the same development proposal and different authorities are involved, the applicable base fees are added together, plus any additional variable fees

(d) Development permit amendments

(i) If the permit is amended within two years of issuance, the fee is 75 per cent of the applicable application fee

(ii) If the permit is amended more than two years after issuance, the fee is the same as a new application

		(iii) If an amendment increases the number of dwelling units or the gross floor area, the additional fee shall be recalculated based on the revised development, and the applicant must pay the difference between the fee previously paid and the fee applicable to the revised development		
(5)	Development variance permit (per lot)			
	(a)	Board issuance	$660	$680
	(b)	Minor development variance permit (delegate)	$500	$515
(6)	Board of variance (per lot)		$660	$680
(7)	Site-specific exemption to floodplain specifications under "Flood Hazard Area Land Use Management Bylaw No. 890, 2026" (per lot)		$792	$816
(8)	Subdivision referral			
	(a)	Lot line adjustment or consolidation with no increase in the number of lots	$990	$1,020
	(b)	Subdivision base fee	$1,320	$1,360
		(i) Additional fee: applied to each new lot beginning with the second new lot	+$132/lot	+$136/lot
	(c)	Subdivision conditions amendment or extension (per request)		
		(i) Where an applicant requests an amendment to subdivision conditions, or an extension of subdivision approval that requires review or update of preliminary subdivision conditions, the review fee is:	$1,000	$1,030
		(ii) This fee applies only where the amendment or extension is initiated by the applicant.		
		(iii) This fee does not apply where the amendment or extension is required by the CVRD, by changes in applicable bylaws or regulations, or by requirements of external agencies.		

(9)	Strata conversion			
	(a)	Base fee	$1,980	$2,040
		(i) Additional fee: applies to each new lot or unit in excess of one new lot or unit	+$132/lot or unit	$136/lot or unit
(10)	Home occupation, bed and breakfast, domestic business or domestic industrial use compliance review (per lot)		$198	$204
(11)	Temporary occupation of an additional dwelling (per lot)			
	(a)	Where a $10,000 security deposit is provided by cash, cheque, debit card, irrevocable letter of credit or other form satisfactory to an Executive Manager	$132	$136
	(b)	Where a Section 219 restrictive covenant is registered as a rent charge on the land title of the subject property, plus CVRD legal costs at cost	$330	$340
(12)	Temporary occupation of a recreational vehicle (per lot)		$132	$136
(13)	Property information request report (per lot)		$198	$204
(14)	Site profile (per lot)		$100	$103
(15)	Cannabis licensing referral (per lot)		$1,320	$1,360
	(a)	The cannabis licensing referral fee includes processing the referral, preparing comments and recommendations, and, where required, gathering the views of residents through public notice or another method considered appropriate by the Board under Section 33 of the *Cannabis Control and Licensing Act*.		
	(b)	If, in relation to a cannabis licensing referral, the Board directs that a public hearing be held under Section 33 of the *Cannabis Control and Licensing Act*, the statutory public hearing fee set out in this Schedule applies in addition to the cannabis licensing referral fee and applies per application, not per lot.		

	(c)	If, in relation to a cannabis licensing referral, the Board directs that a referendum be held under Section 33 of the *Cannabis Control and Licensing Act*, an additional fee applies per application, not per lot.	+$10,000	+$10,300
(16)		Telecommunication antenna system proposal (per lot)	$3,300	$3,399
(17)		Heritage Alteration Permit (per lot)		
	(a)	Minor application	$250	$258
	(b)	Standard application	$1,000	$1,030
(18)		Multiple lots in one application		
	(a)	For fee Items 3 through 7, the additional fee for each additional lot is shown on the applicable fee column or 25 per cent of the base application fee, whichever is greater	$198 or 25%	$204 or 25%
	(b)	For fee Items 10 through 17, the fee applies to each lot		
(19)		Work without required approval		
	(a)	If development, including an unlawful use of land or building, has commenced for which an authorization is required before the required approval is issued, the application fee for the following application types is $2,500 or double the otherwise applicable fee, whichever is greater		
		(i) Development permit;		
		(ii) Development variance permit;		
		(iii) Board of variance;		
		(iv) Temporary use permit; and		
		(v) Site-specific exemption to floodplain specifications under “Flood Hazard Area Land Use Management Bylaw No. 890, 2026,” where regulated works have commenced without the required approval.		
	(b)	This adjustment reflects the additional review, inspection, and administration required for applications made after development has commenced.		

	(c)	This Item does not apply where development was lawfully authorized by a permit and additional approvals are subsequently required to complete the development.		
	(d)	The additional fee resulting from subsection (a) must not exceed $10,000		
	(e)	In this Item, “otherwise applicable fee” means the total application fee that would have been payable if the application had been submitted before development commenced, including any variable fees.		
	(f)	This Item applies only to the application types listed in subsection (a) and does not apply to official community plan amendments, zoning bylaw amendments, subdivision referrals, strata conversions, cannabis licensing referrals, or telecommunication antenna system proposals.		
(20)	Development notice sign, statutory public hearing or public information session			
	(a)	Where a development notice sign is required, the applicant is responsible for all costs related to installation, maintenance, and removal		
	(b)	Statutory public hearing organized and conducted by the CVRD, where required by the *Local Government Act* or *Cannabis Control and Licensing Act.* This fee includes the cost of providing public notice in accordance with this bylaw.	$1,980	$2,040
	(c)	This fee is refundable if the Board does not proceed to public hearing		
(21)	Land title			
	(a)	Application fees include electronic retrieval of one certificate of title		
	(b)	Additional certificates of title	$25	$26
(22)	Covenants, easements, rights-of-way, plans, and development agreements			
	(a)	Retrieval of documents from the Land Title Office shall be charged at cost, plus an administrative fee per document	Cost + $10/each for all retrieval	Cost + $11/each for all retrieval

	(b)	Where the proposed modification or discharge relates to a covenant, easement, right-of-way, plan or development agreement that was established in connection with a bylaw approval, and the proposed change would alter the use, density or conditions of that approval, the applicant must submit the applicable bylaw amendment application and pay the CVRD's legal costs on an at-cost basis		
	(c)	Where a bylaw amendment is not required, the applicant must pay the CVRD's legal costs on an at-cost basis		
(23)	Application extension			
	(a)	Annual extension fee: 75 per cent of the applicable application fee, payable before approval and refundable if the extension is not approved	75%	75%
(24)	Application withdrawal or refund			
	(a)	If an application is withdrawn in writing		
	(b)	Before internal referrals are circulated	75% refund	75% refund
	(c)	Before a staff report or decision document is finalized by an Executive Manager	50% refund	50% refund
	(d)	No refund is provided after the application has been considered by an Executive Manager, a standing committee of the Board (e.g., EASC) or the Board, unless approved by Board resolution		
(25)	Change of applicant, including change in property ownership or authorized agent		$250	$258
(26)	Reconsideration of delegated decision		No fee	No fee
(27)	Additional site inspection			
	(a)	Site inspections completed as part of application review are included in the application fee.		
	(b)	One site inspection after permit issuance, or after completion of works, to confirm compliance with permit conditions is included in the application fee, where applicable.		

(c)	If one or more additional site inspections are required to confirm compliance with permit conditions for a permit issued under this bylaw, the fee is $200 per additional inspection to cover the additional costs of administration and inspection.	+$200	+$206
(d)	Additional inspections may be required where work is incomplete, where the works do not conform to the approved plans or permit conditions, or where the scale, phasing, or complexity of the development requires more than one inspection.		
(e)	An inspection under this Section may be carried out by authorized CVRD staff in relation to the administration of a planning application or permit.		

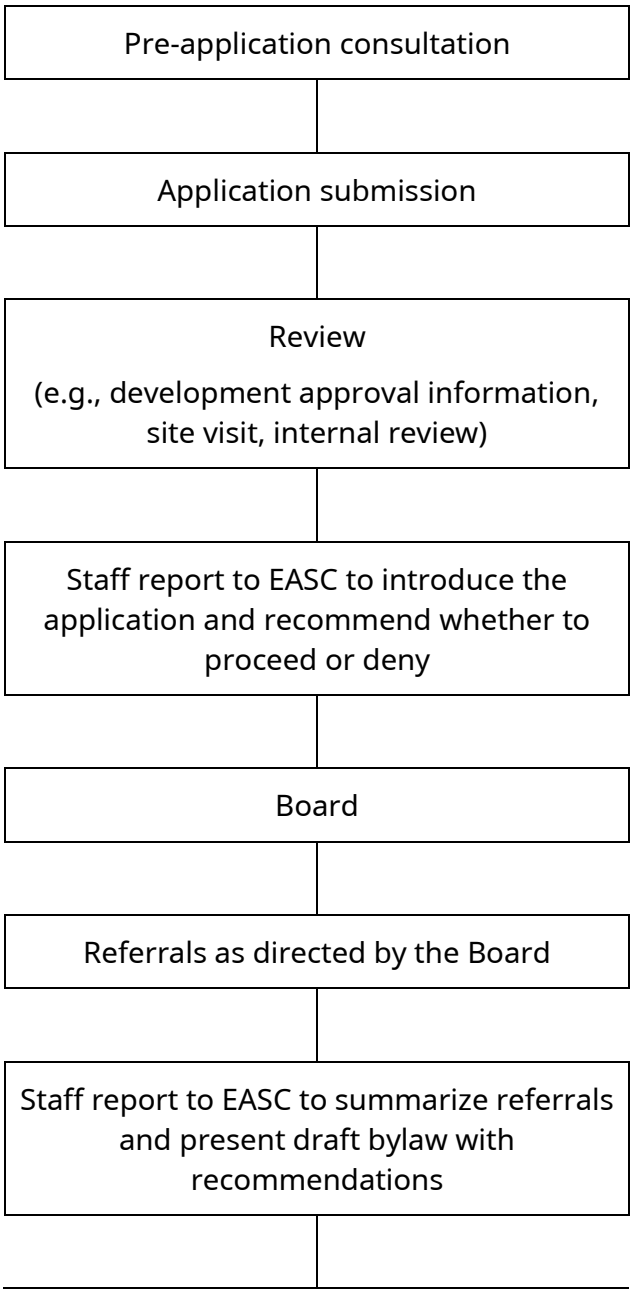
Schedule C

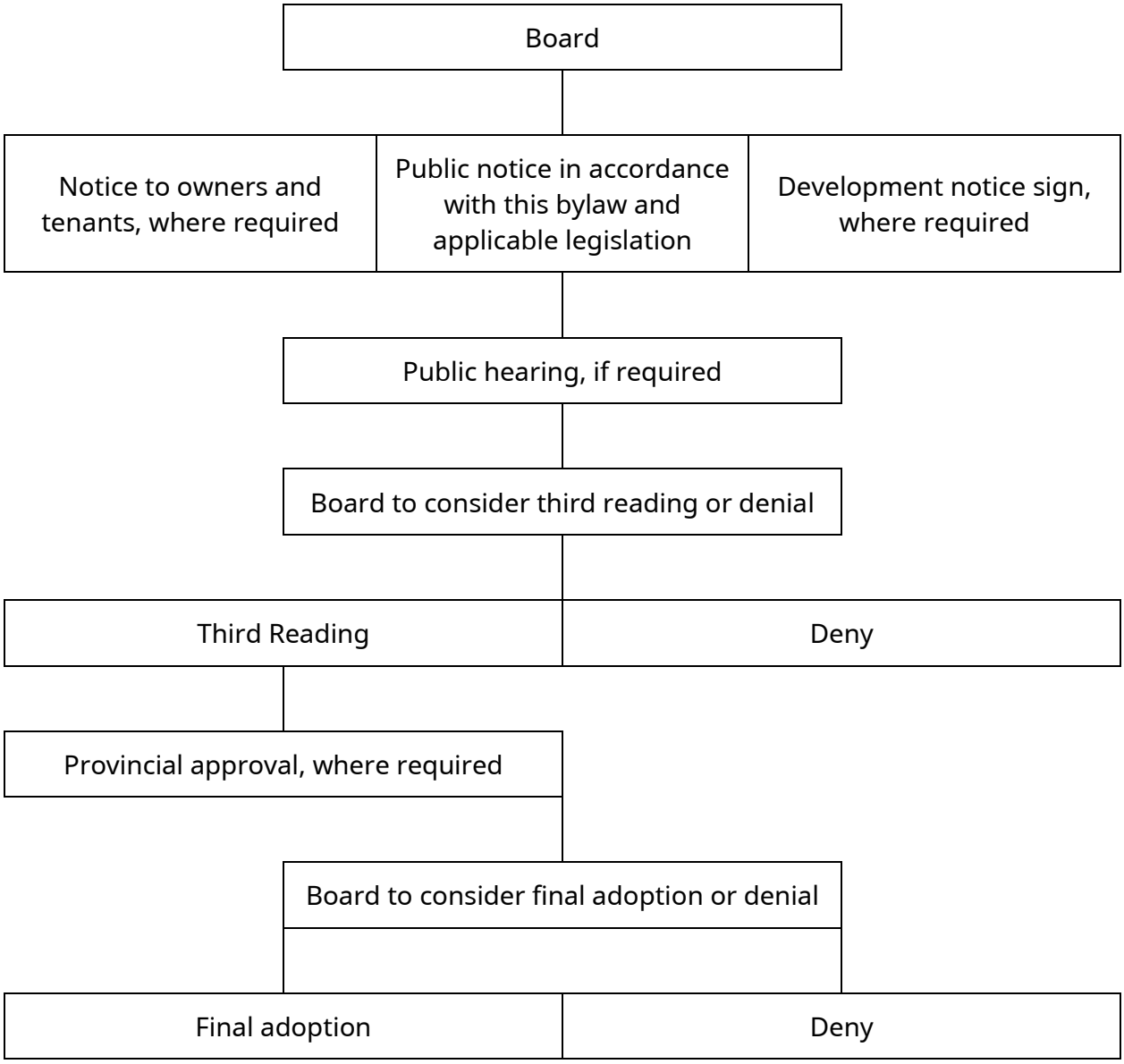
(1) Procedures

(a) Despite the process diagrams in this Schedule, the decision-maker may vary the sequence, require additional information, or refer the matter as necessary, provided applicable legislation and notice requirements are met. The applicant will be notified in writing of such changes.

(b) Official community plan (OCP) or zoning bylaw amendment

(i) An application will be processed in substantial accordance with the following:





(ii) Notes

(1) Staff may contact the applicant to identify any issues, conditions or requirements that need to be addressed. It will be the responsibility of the applicant to:

(a) resolve issues, conditions or requirements identified; and

(b) submit any necessary reports or studies.

(2) Where staff identify that the subject lands may overlap a recorded archaeological site or an area of archaeological potential, staff may notify the applicant of applicable archaeological requirements, including those under the

Heritage Conservation Act and, where applicable, the potential applicability of K'ómoks First Nation Cultural Heritage Investigation Permit processes. Staff may request additional information, studies, or written confirmation from a qualified consulting archaeologist that applicable archaeological requirements have been addressed.

(3) All public notice requirements referenced in this Schedule shall be provided in accordance with the Public Notice section of this bylaw and applicable legislation.

(4) The Board may proceed as shown in the flowchart, may defer the application, may impose conditions or may deny the application. Additionally, the Board may request that an applicant:

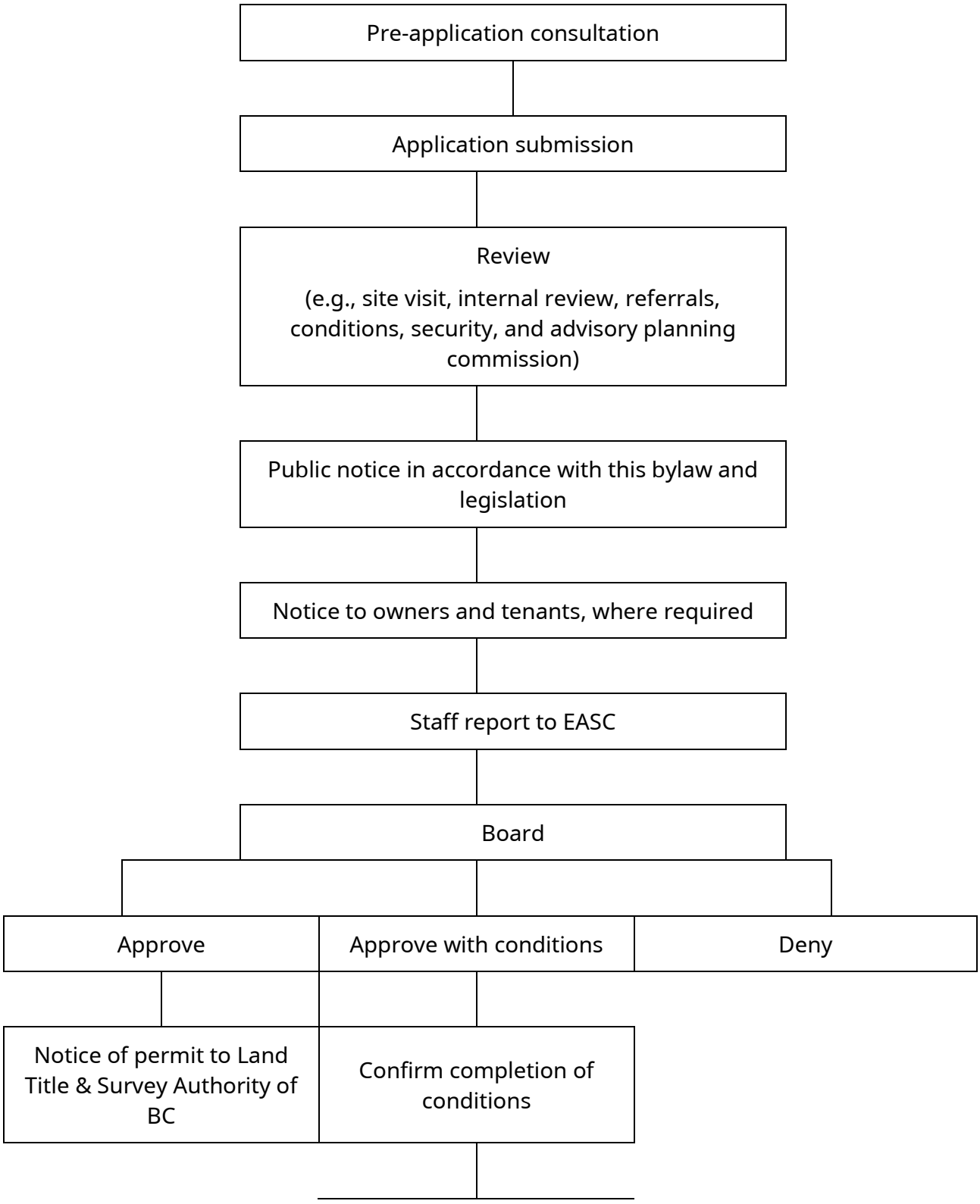
(a) advertise and host one or more public information sessions at their expense;

(b) conduct, or pay a consultant to conduct, any studies deemed necessary to the Board's consideration of the application; or

(c) provide information or execute actions (e.g., register agreements).

(c) Temporary use permit (TUP)

(i) An application will be processed in substantial accordance with the following:



Notice of permit to Land Title & Survey Authority of BC

(ii) TUP renewal

(1) An applicant may apply to renew the TUP and the permit may be renewed only once.

(2) The renewal should be applied for and granted within the term of the original TUP.

(3) The board may impose additional conditions, including those that were not imposed in the original TUP.

(4) A renewal application is subject to the notice requirements set out in Schedule A, Notices to owners and tenants, and the Public Notice provisions of this bylaw, as applicable.

(iii) Notes

(1) Staff may contact the applicant to identify any issues, conditions or requirements that need to be addressed. It will be the responsibility of the applicant to:

(a) resolve issues, conditions or requirements identified; and

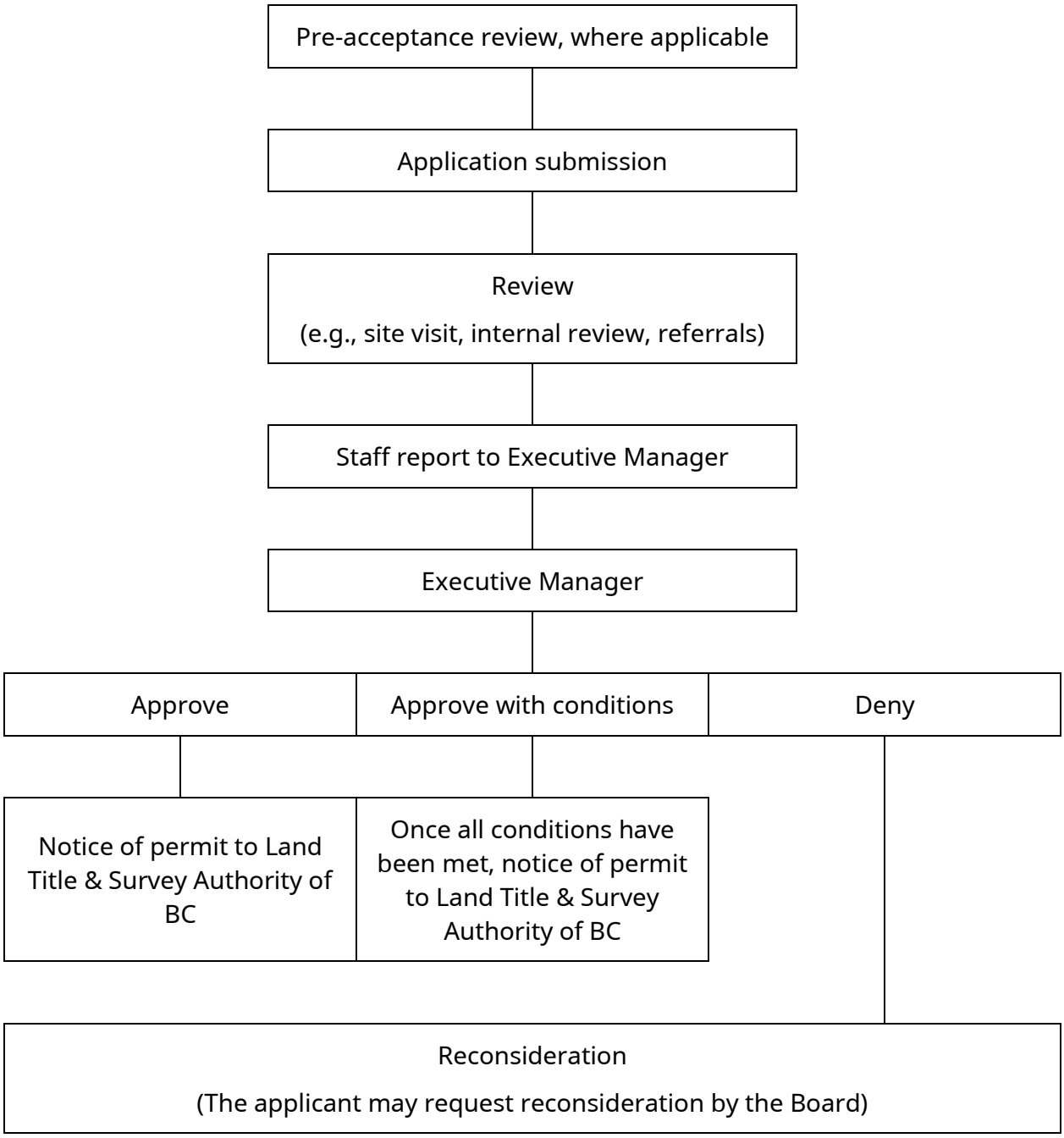
(b) submit any necessary reports or studies.

(2) In reviewing a temporary use permit application, the CVRD may consider monitoring and reporting requirements in accordance with Board Policy P56, as amended or replaced. Where monitoring or reporting is required, the permit must specify the required content, reporting dates, related security requirements, and the process for release or forfeiture of security.

(3) Where staff identify that the subject lands may overlap a recorded archaeological site or an area of archaeological potential, staff may notify the applicant of applicable archaeological requirements, including those under the *Heritage Conservation Act* and, where applicable, the potential applicability of K'ómoks First Nation Cultural Heritage Investigation Permit processes. Staff may request additional information, studies, or written confirmation from a qualified consulting archaeologist that applicable archaeological requirements have been addressed.

(d) Development permit – delegated to Executive Managers

(i) An application will be processed in substantial accordance with the following:



(ii) Notes

(1) Staff may contact the applicant to identify any issues, conditions or requirements that need to be addressed. It will be the responsibility of the applicant to:

(a) resolve issues or requirements identified; and

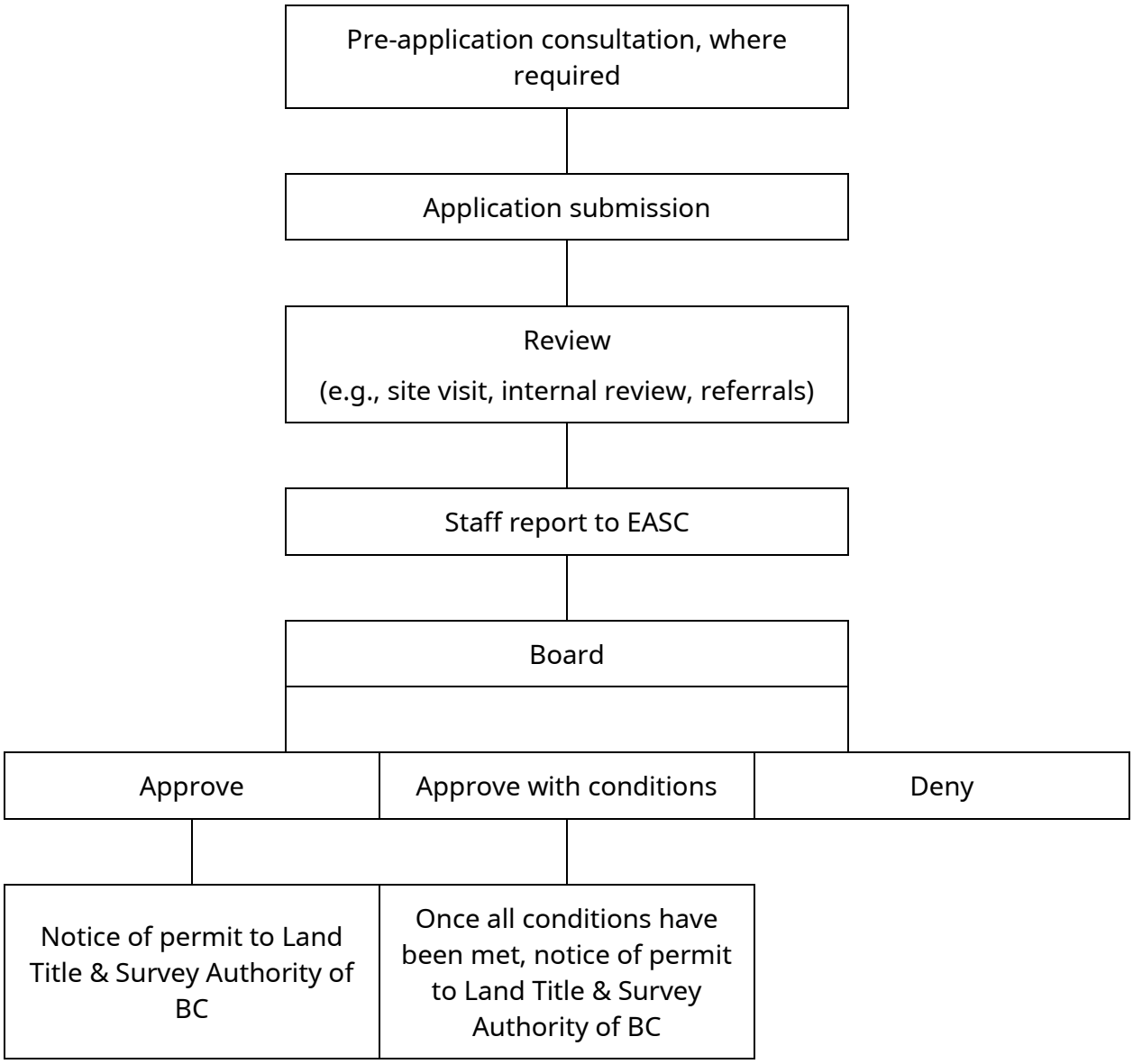
(b) submit any necessary reports or studies.

(2) Where staff identify that the subject lands may overlap a recorded archaeological site or an area of archaeological potential, staff may notify the applicant of applicable archaeological requirements, including those under the *Heritage Conservation Act* and, where applicable, the potential applicability of K'ómoks First Nation Cultural Heritage Investigation Permit processes. Staff may request additional information, studies, or written confirmation from a qualified consulting archaeologist that applicable archaeological requirements have been addressed.

(3) If the applicant disagrees with the Executive Manager's decision, the applicant may have the decision reconsidered by the Board. Process and requirements for reconsideration are set out in Schedule A, Reconsideration of Delegated Decisions.

(e) Development permit – Board

(i) An application will be processed in substantial accordance with the following:



(ii) Notes

(1) Staff may contact the applicant to identify any issues, conditions or requirements that need to be addressed. It will be the responsibility of the applicant to:

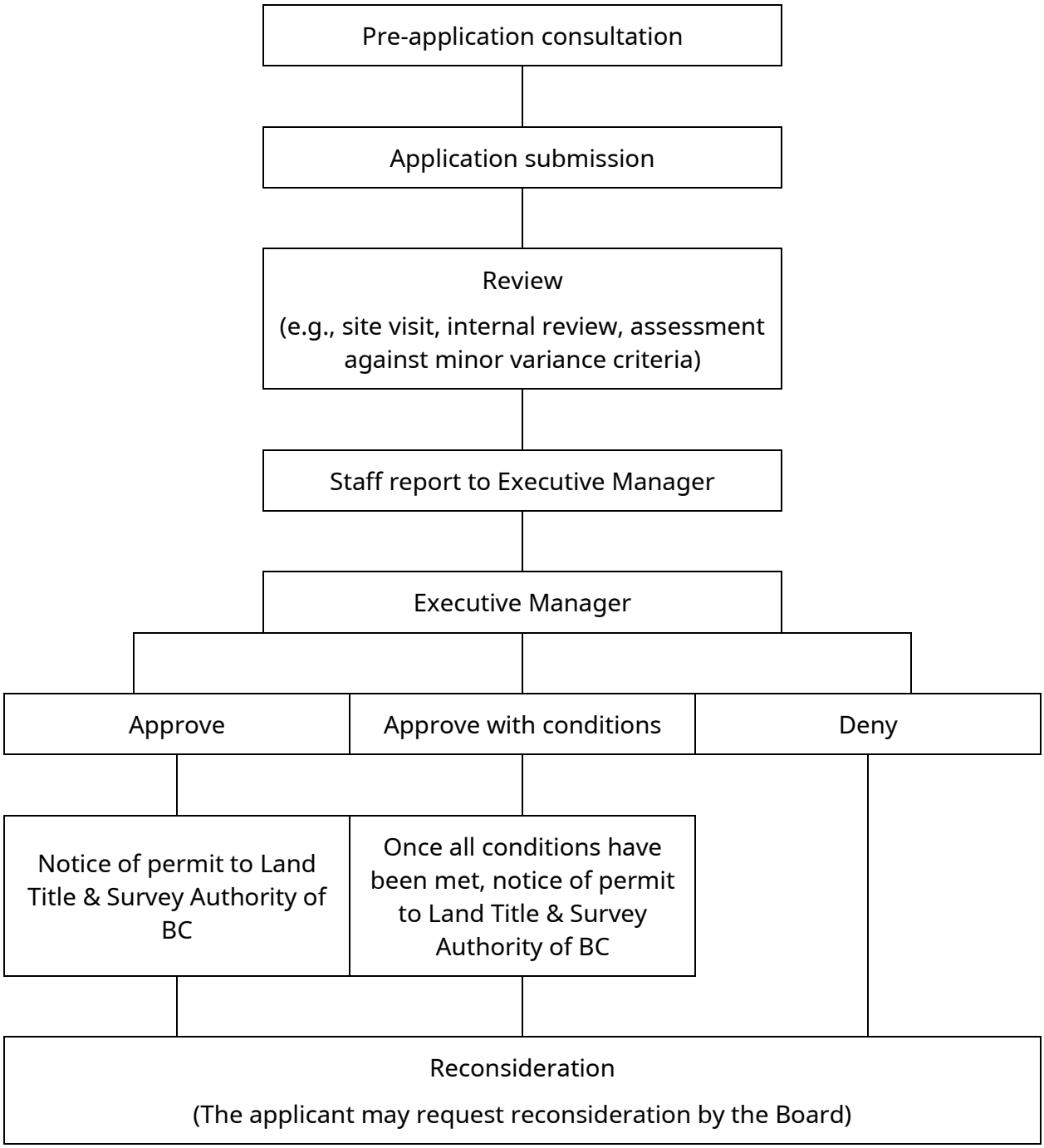
(a) resolve issues, conditions or requirements identified; and

(b) submit any necessary reports or studies.

(2) Where staff identify that the subject lands may overlap a recorded archaeological site or an area of archaeological potential, staff may notify the applicant of applicable archaeological requirements, including those under the *Heritage Conservation Act* and, where applicable, the potential applicability of K'ómoks First Nation Cultural Heritage Investigation Permit processes. Staff may request additional information, studies, or written confirmation from a qualified consulting archaeologist that applicable archaeological requirements have been addressed.

(f) Minor development variance permit – delegated to Executive Managers

(i) An application will be processed in substantial accordance with the following:



(ii) Notes

(1) This process applies only to development variance permits that meet the minor criteria as outlined in this bylaw.

(2) Staff may contact the applicant to identify any issues, conditions or requirements that need to be addressed. It will be the responsibility of the applicant to:

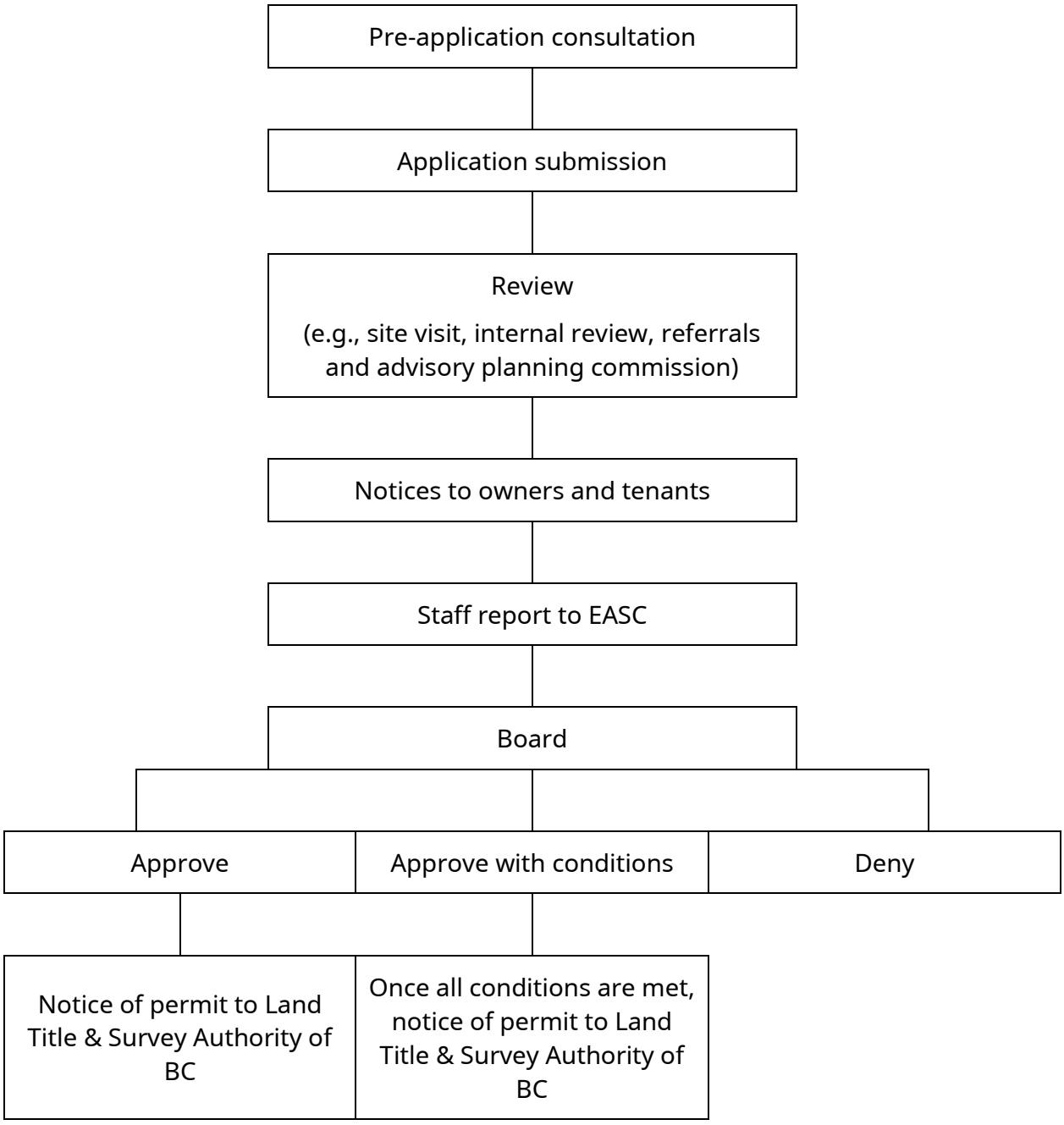
(a) resolve issues, conditions or requirements identified; and

(b) submit any necessary reports or studies.

(3) Where staff identify that the subject lands may overlap a recorded archaeological site or an area of archaeological potential, staff may notify the applicant of applicable archaeological requirements, including those under the *Heritage Conservation Act* and, where applicable, the potential applicability of K'ómoks First Nation Cultural Heritage Investigation Permit processes. Staff may request additional information, studies, or written confirmation from a qualified consulting archaeologist that applicable archaeological requirements have been addressed.

(g) Development variance permit - Board

(i) An application will be processed in substantial accordance with the following:



(ii) Notes

(1) Staff may contact the applicant to identify any issues, conditions or requirements that need to be addressed. It will be the responsibility of the applicant to:

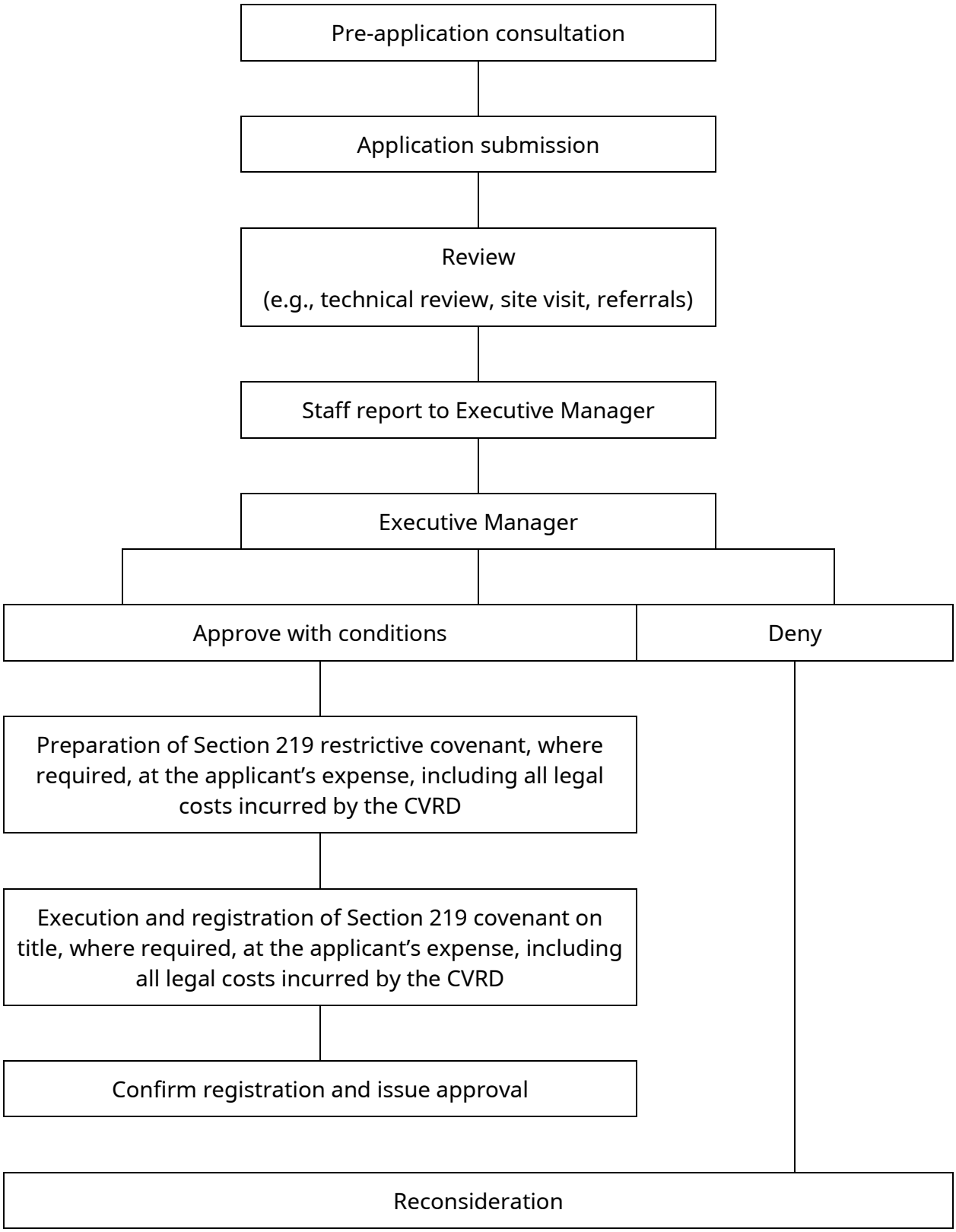
(a) resolve issues, conditions or requirements identified; and

(b) submit any necessary reports or studies.

(2) Where staff identify that the subject lands may overlap a recorded archaeological site or an area of archaeological potential, staff may notify the applicant of applicable archaeological requirements, including those under the *Heritage Conservation Act* and, where applicable, the potential applicability of K'ómoks First Nation Cultural Heritage Investigation Permit processes. Staff may request additional information, studies, or written confirmation from a qualified consulting archaeologist that applicable archaeological requirements have been addressed.

(h) Site-specific exemption to floodplain specifications

(i) An application will be processed in substantial accordance with the following:



(The applicant may request reconsideration by the Board)

(ii) Notes

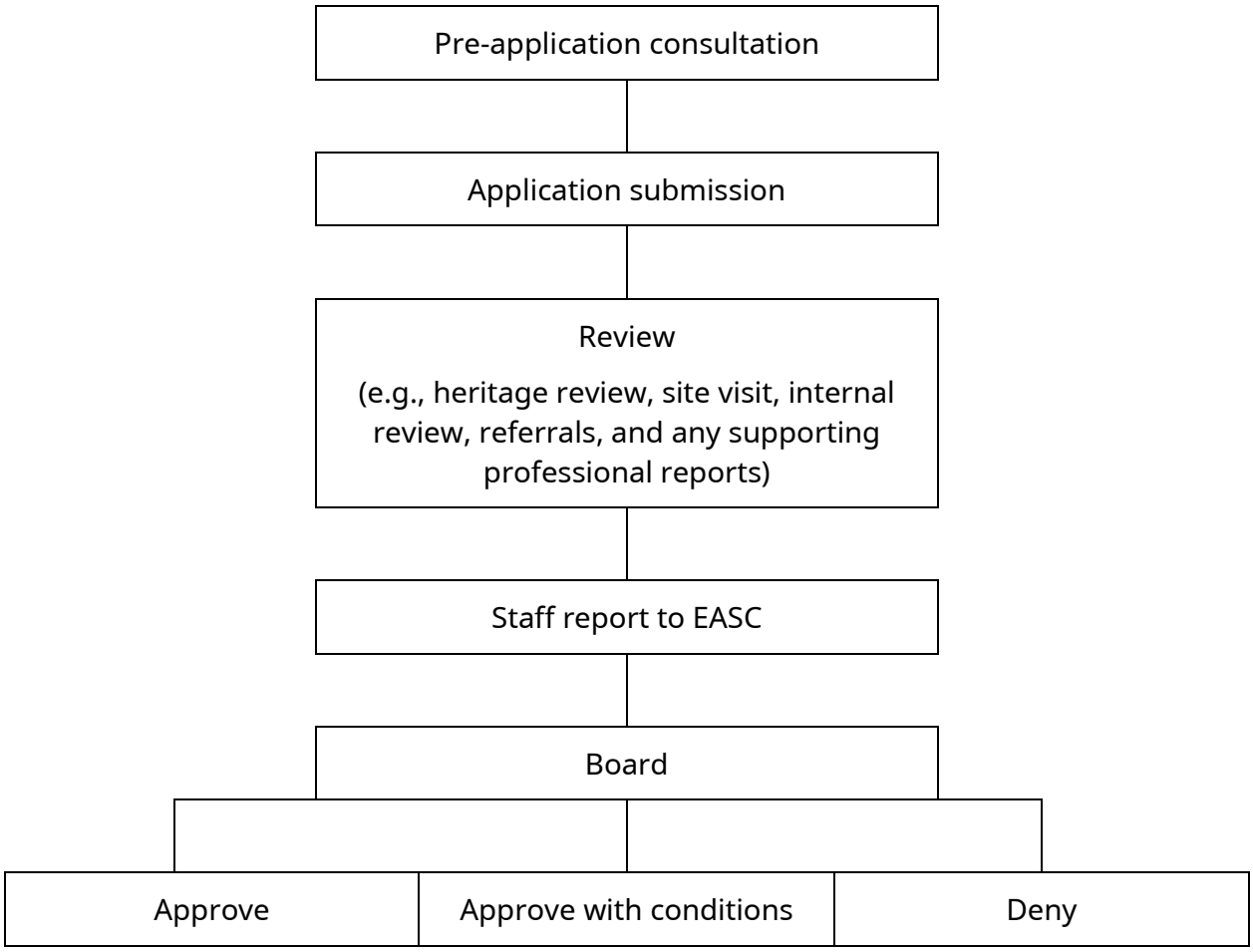
(1) A Section 219 restrictive covenant may be required as a condition of approval to secure flood hazard mitigation measures, restrictions on use, or other requirements.

(2) Staff may contact the applicant to identify any issues, conditions or requirements that need to be addressed. It will be the responsibility of the applicant to:
   (a) resolve issues, conditions or requirements identified; and
   (b) submit any necessary reports or studies.

(3) Where staff identify that the subject lands may overlap a recorded archaeological site or an area of archaeological potential, staff may notify the applicant of applicable archaeological requirements, including those under the *Heritage Conservation Act* and, where applicable, the potential applicability of K'ómoks First Nation Cultural Heritage Investigation Permit processes. Staff may request additional information, studies, or written confirmation from a qualified consulting archaeologist that applicable archaeological requirements have been addressed.

(i) Heritage Alteration Permit (Standard Application) – Board

(i) An application will be processed in substantial accordance with the following:



(ii) Notes

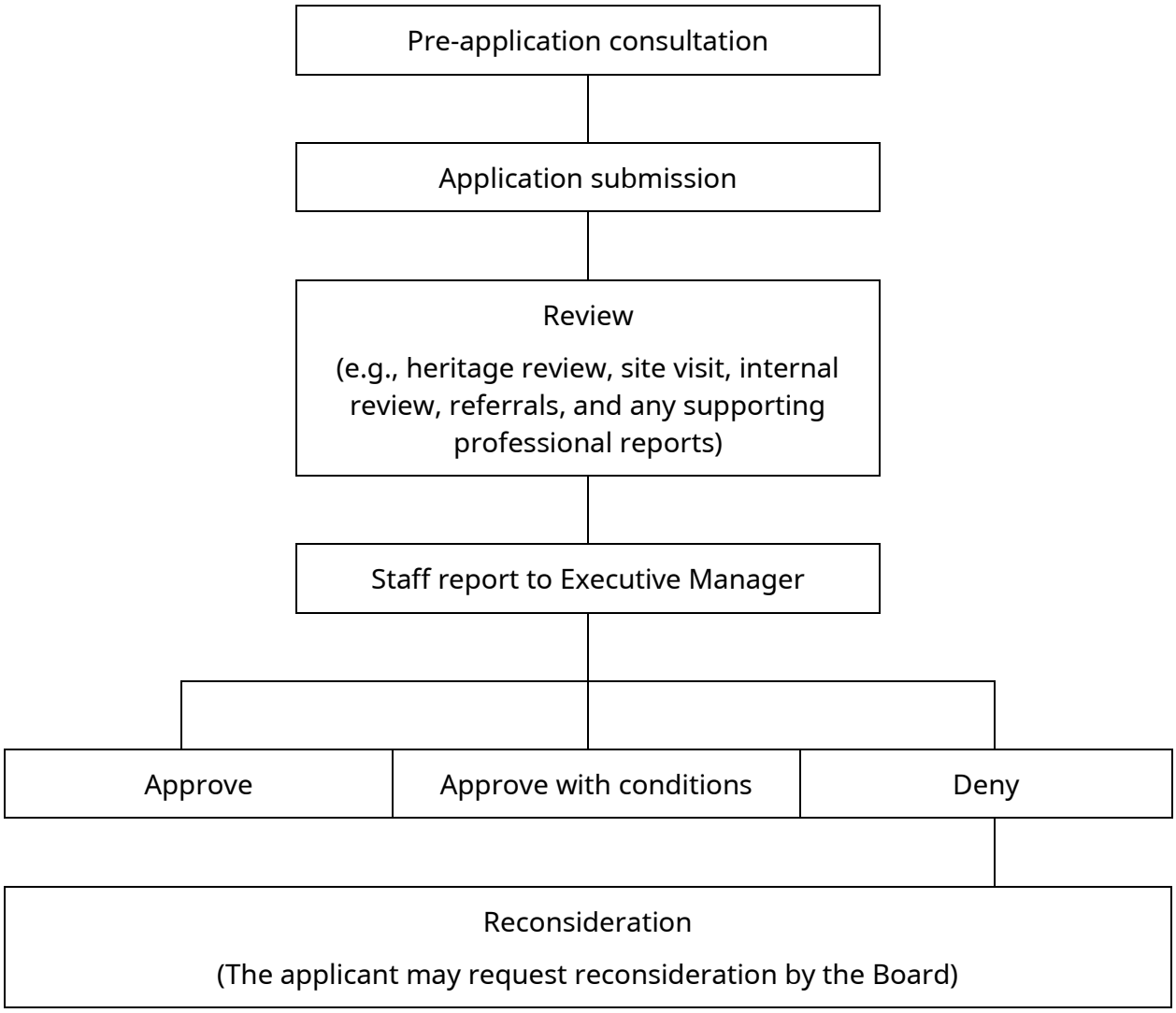
(1) Staff may identify issues, conditions, or requirements during review. The applicant is responsible for:
   (a) addressing identified issues; and
   (b) submitting required plans, studies, or supporting information

(2) Where applicable, staff may request supporting information from a qualified professional with expertise in heritage conservation.

(3) The Board may require additional public notice or a public information opportunity where, in its opinion, the proposal raises significant public interest.

(j) Heritage Alteration Permit (Minor Application) – Executive Manager

(i) An application will be processed in substantial accordance with the following:



(ii) Notes

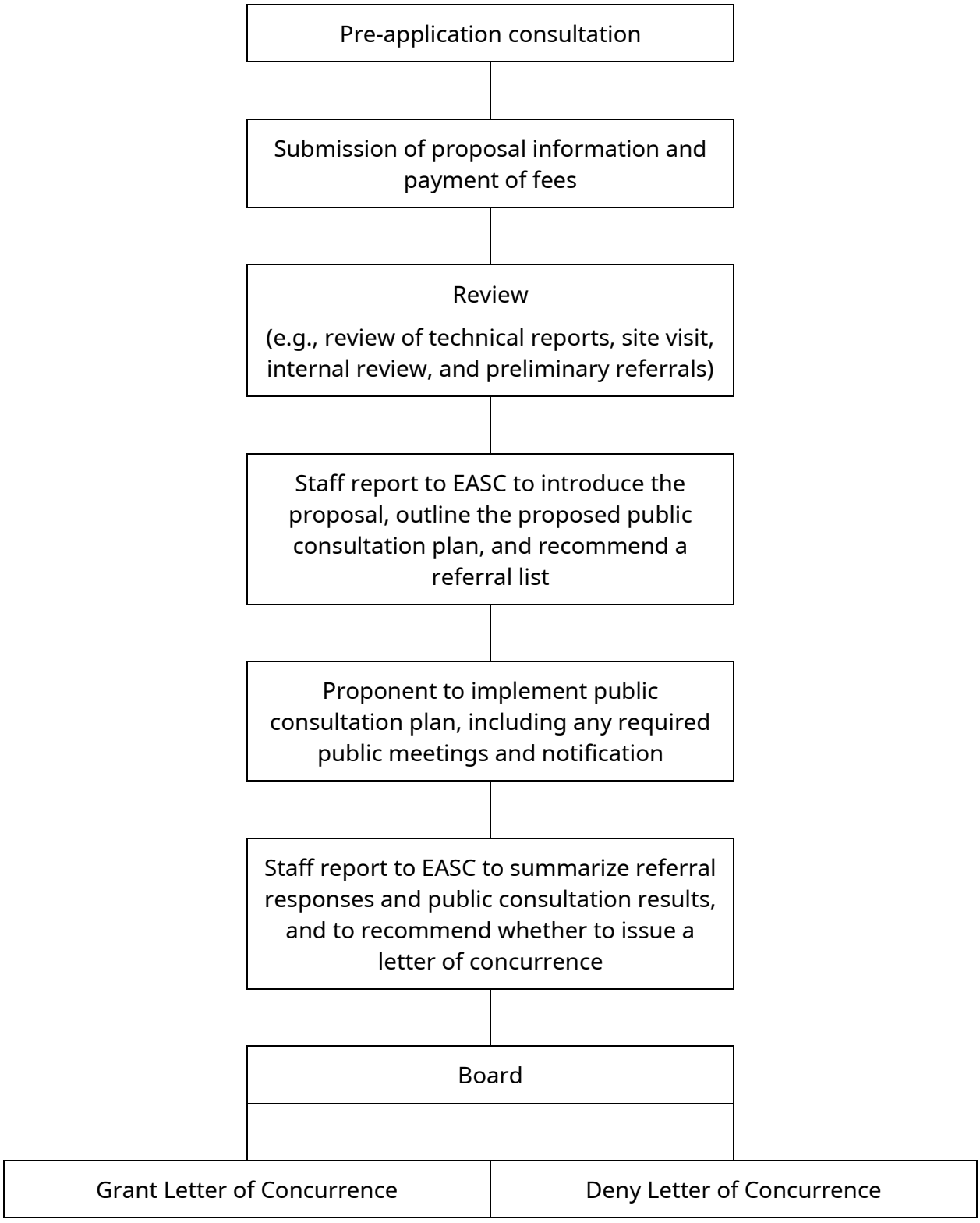
(1) Staff may identify issues, conditions, or requirements during review. The applicant is responsible for:
   (a) addressing identified issues; and
   (b) submitting required plans, studies, or supporting information

(2) Where applicable, staff may request supporting information from a qualified professional with expertise in heritage conservation.

(3) The Board may require additional public notice or a public information opportunity where, in its opinion, the proposal raises significant public interest.

(k) Telecommunications Antenna System Proposal

(i) A Telecommunications Antenna System proposal submitted in accordance with this bylaw will be processed in substantial accordance with the following:



(ii) Notes

(1) Staff may identify issues, conditions, or requirements during review. The proponent is responsible for:

(a) addressing identified issues; and

(b) submitting required reports, studies, and supporting information

(2) At the pre-application consultation stage, the proponent must provide sufficient information to support review, which may include:

(a) proposed location;

(b) alternative locations considered, including co-location opportunities;

(c) rationale for site selection, including co-location analysis;

(d) type, height, and design of the proposed system;

(e) preliminary drawings or renderings;

(f) proposed public consultation plan;

(g) written authorization from the landowner; and

(h) any additional information requested by staff

(3) The proponent is responsible for carrying out public consultation in accordance with the approved consultation plan and any applicable federal requirements.

(4) Where staff identify that the subject lands may overlap a recorded archaeological site or an area of archaeological potential, staff may notify the proponent of applicable archaeological requirements, including under the Heritage Conservation Act and, where applicable, the potential applicability of K'ómoks First Nation Cultural Heritage Investigation Permit processes. Staff may request additional information, studies, or written confirmation from a qualified consulting archaeologist.

Schedule D – Delegation of Authority

(1) Delegation

(a) The Board delegates to the Executive Manager the power to issue, issue with conditions, or refuse development permits for the following development permit areas:

(i) Freshwater Development Permit Area;

(ii) Coastal Development Permit Area;

(iii) Eagle and Great Blue Heron Nest Development Permit Area; and

(iv) Steep Slopes Development Permit Area.

(b) The Board delegates to the Executive Manager the power to grant, grant with conditions, or refuse a site-specific exemption to floodplain specifications in accordance with the "Flood Hazard Area Land Use Management Bylaw No. 890, 2026" and the *Local Government Act*.

(c) The Board delegates to the Executive Manager the power to issue, issue with conditions, or refuse a minor development variance permit under Section 498.1 of the *Local Government Act*.

(d) The Board delegates to the Executive Manager the power to issue, issue with conditions, or refuse a minor heritage alteration permit under Section 617 of the *Local Government Act.*

(e) For certainty, permits and approvals issued under this Schedule are executed in accordance with the Section titled "Execution of permits and approvals" in this bylaw.

(2) Development permits

(a) Without limiting subsection (1), the authority delegated to the Executive Manager in relation to a development permit includes the power to:

(i) require an applicant, at the applicant's expense, to provide reports, plans, studies, certifications, or other information prepared by a qualified professional, including a professional engineer with experience relevant to the application, to assist in determining whether the permit should be issued and what terms, conditions, or requirements should be imposed under Sections 491(1) and 491(2) of the *Local Government Act*;

(ii) require an applicant, at the applicant's expense, to provide additional information from a qualified professional based on the applicable development permit area guidelines, objectives,

justifications, or development approval information requirements;

(iii) require that a professional report prepared in support of a development permit application be independently peer reviewed at the applicant's expense;

(iv) require security, a covenant registration deposit, or both, where authorized by this bylaw, the permit, or other applicable CVRD bylaws;

(v) require registration of a covenant, statutory right of way, or other legal instrument as a condition of permit issuance, where otherwise authorized by law and this bylaw; and

(vi) decline to exercise the delegated authority and refer the application to the Board where, in the opinion of the Executive Manager, the application raises significant policy, environmental, engineering, legal, or public interest issues, or does not clearly satisfy the applicable development permit area guidelines.

(3) Site-specific exemption to floodplain specifications

(a) Without limiting subsection (1), the authority delegated to the Executive Manager in relation to a site-specific exemption to floodplain specifications includes the power to:

(i) require an applicant, at the applicant's expense, to provide a report certified by a professional engineer in accordance with the Flood Hazard Area Land Use Management Bylaw No. 890 and Section 524 of the *Local Government Act*;

(ii) require an applicant, at the applicant's expense, to provide additional information, certifications, plans, or studies from a qualified professional relevant to the exemption request;

(iii) require that a professional report prepared in support of an exemption request be independently peer reviewed at the applicant's expense;

(iv) require a covenant registration deposit, and require registration of a covenant or other legal instrument, where authorized by law and this bylaw; and

(v) decline to exercise the delegated authority and refer the application to the Board where, in the opinion of the Executive Manager, the application raises significant flood hazard, public safety, engineering, legal, environmental, or public interest issues, or does not clearly satisfy the applicable requirements of the Flood Hazard

Area Land Use Management Bylaw No. 890.

(4) Minor development variance permits

(a) For the purposes of this Schedule, a minor development variance permit means a development variance permit that meets the criteria in this section.

(b) The authority delegated to the Executive Manager in relation to a minor development variance permit applies only to variances to zoning bylaw provisions respecting:

(i) siting, size and dimensions of buildings or structures;

(ii) off-street parking and loading requirements;

(iii) signage regulations; and

(iv) screening and landscaping requirements.

(c) Despite the foregoing, this delegation does not apply to a variance that relates to:

(i) permitted use;

(ii) residential density, including the number of dwelling units permitted on a lot;

(iii) subdivision, including minimum parcel area or frontage; or

(iv) the location of uses on the land or within buildings or structures.

(d) A proposed variance is minor only if it meets all of the following:

(i) Height

(1) An increase of up to 1.0 metre, provided it does not materially affect adjacent properties.

(ii) Setback

(1) A reduction of up to 50 per cent, but does not result in a setback less than:

(a) 1.0 metre; or

(b) any greater minimum setback required by an enactment, permit, covenant, or applicable approval, including a minimum road setback of 4.5 metres where applicable.

(c) A setback may not be reduced where it is intended to provide separation between incompatible uses, environmental protection, or transportation safety.

(iii) Lot coverage

(1) An increase of up to 10 per cent of the permitted amount, provided site drainage and servicing function is maintained.

(iv) Floor area

(1) An increase of up to 10 per cent of the permitted amount, to a maximum of 50 square metres.

(v) Agri-tourism accommodation cabins

(1) An increase of up to 10 per cent of the permitted floor area, to a maximum of 5.0 square metres, where the zoning bylaw regulates cabin size.

(vi) Parking and loading

(1) A variance of up to 25 per cent of the required amount, to a maximum reduction of one space.

(vii) Signage

(1) A variance of up to 25 per cent, provided no traffic safety issue is created.

(viii) Fences

(1) A variance of up to 25 per cent in height, provided sight triangles and safety are maintained.

(ix) Screening and landscaping

(1) A variance of up to 25 per cent, except where the requirement is intended to buffer adjacent residential, agricultural, industrial, or environmentally sensitive land.

(x) Retaining walls

(1) A reduced setback only where no part of the structure is within 30.0 metres of a shoreline, watercourse, or wetland, and the variance does not create slope stability or drainage risk.

(xi) Projections into setbacks

(1) Encroachments such as eaves, stairs, or decks, to a maximum of 1.5 metres or 50 per cent of the required setback, whichever is less.

(xii) Accessory buildings

(1) An increase in permitted floor area of up to 10 per cent, to a

maximum of 25 square metres.

(xiii) Sight triangles

(1) No variance may reduce or interfere with a required sight triangle.

(xiv) Combined effect

(1) The combined effect of all variances must remain minor and must not result in development that is substantially different in scale or impact from what would otherwise be permitted.

(xv) Intent

(1) The variance must not defeat the intent of the zoning bylaw or the regulation being varied.

(xvi) For certainty, satisfaction of the numerical thresholds in this Section does not, by itself, make a proposed variance minor.

(xvii) If, in the opinion of the Executive Manager, a proposed variance is not minor in its context, scale, impact, or combined effect, the application must be referred to the Board.

(e) Despite clauses in Section (4)(d), a proposed variance is not minor and must be referred to the Board if it relates to a setback or other regulation associated with any of the following higher impact uses:

(i) animal kennels;

(ii) sawmills or wood processing uses where the relevant zoning regulation addresses off-site impact mitigation;

(iii) extraction or processing of gravel, sand, minerals, or soil;

(iv) seafood processing;

(v) abattoirs; or

(vi) any commercial or industrial use where the variance would reduce a setback, screening, or landscaping requirement intended to buffer adjacent residential, agricultural, or environmentally sensitive lands.

(f) In deciding whether to issue a minor development variance permit, the Executive Manager must consider the following guidelines:

(i) the purpose and intent of the zoning bylaw provision proposed to be varied;

(ii) the impact of the proposed variance on adjacent properties and the

surrounding area, and whether those impacts can be adequately mitigated by conditions;

(iii) whether the proposed variance is supported by site-specific conditions, including lot configuration, topography, natural features, existing lawful development, or a statutory right of way or easement;

(iv) whether the proposed variance would adversely affect the natural environment;

(v) whether the proposed variance would create or increase a risk to public safety;

(vi) whether the function of a sight triangle is maintained;

(vii) whether the purpose of the applicable road setback is maintained, including the setback from a local road and the setback from Island Highway No. 19A;

(viii) whether the proposed variance would undermine a required buffer or screening function between incompatible uses;

(ix) whether the proposed variance would result in inappropriate development of the site or surrounding area;

(x) whether the proposed variance would defeat the intent of the zoning bylaw, the applicable official community plan, or any applicable development permit guidelines;

(xi) whether the proposed variance requires substantial external agency consultation, in which case the application should generally be referred to the Board; and

(xii) whether the application raises significant local concern or public interest such that it should be referred to the Board.

(g) For greater certainty, minor development variance permits issued under this section are not subject to the notice requirements under Section 499 of the *Local Government Act*.

(5) Minor Heritage Alteration Permits

(a) Proposed alteration to a property with heritage designation or that is within a heritage conservation area is only considered minor if the proposed interventions align with Canada's Historic Places' *Standards and Guidelines for the Conservation of Historic Places* and do not remove any character-defining elements.

(b) Without limiting subsection (1), the authority delegated to the Executive Manager in relation to a minor heritage alteration permit includes the power to:

(i) Require an applicant, at the applicant's expense, to provide reports, plans, studies, certifications, or other information prepared by a qualified professional to support the application and outline any potential issues and mitigation measures to limit the impact of potential issues;

(ii) Require that a professional report prepared in support of a heritage alteration permit application be independently peer reviewed at the applicant's expense;

(iii) Require a security deposit up to 125 per cent of the estimated cost of construction that is permitted through the heritage alteration permit or $2500, whichever is greater, to ensure compliance with the conditions outlined within the permit.

(1) If security is retained, it shall be imposed as a permit condition and directly connected to the protection or conservation of the heritage building or property during the course of construction.

(2) Should the CVRD need to rectify work done resulting from a breach of permit conditions, costs can be recovered from the security and then by invoicing the applicant for any costs not covered by the security provided.