



STAFF REPORT

To: Electoral Area Services Committee

Date: 2025-02-13

From: K.C. Brennan, Planning Assistant

Subject: Development Permits Issued in 2024 by the Director of Planning & Development

Reviewed by: Katelyn Hipwell, Manager of Planning
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RECOMMENDATION

This report is intended to advise the Electoral Area Services **Committee ("EASC") of information** pertaining to development permits issued in 2024. It also includes the findings of the development permit process review. Staff are not looking for a recommendation and have forwarded this information should the committee want more clarification to discuss the item further.

BACKGROUND

To streamline the development approval process, the consideration and issuance of development permits ("DP"), with the exception of development permits for form and character, was delegated to the Director of Planning & Development in 2007 by *Bylaw No. 0831, 2007*. Delegating Environmental and Hazardous Conditions development permits to the Director of Planning & Development has streamlined and fast-tracked the development approval process.

Section 4.3.7 of the FVRD *Development Procedures Bylaw No. 1377, 2016* requires that the Director of Planning & Development report annually to EASC advising of the development permits issued or refused by the Director of Planning & Development.

DISCUSSION

2024 Development Permits Issued

In 2024, twelve (12) development permits were issued by the Director of Planning & Development. Three (3) of these issued permits in 2024 were originally received in 2023.

The following table identifies development permits issued in 2024, the Electoral Area they are in, the location of the permit, the development permit area and the development type.

| # | DP Number | Address | EA | Development Type | DPA | Objective |
|----|------------|----------------------|----|------------------------------|------------|---|
| 1 | DP 2023-11 | 46840 Sakwi Creek Rd | C | Residential | 1-HW | Protection of development from hazardous conditions. |
| 2 | DP 2023-13 | 44390 Bayview Rd | C | Residential | 1-C 3-C | Protection of development from hazardous conditions and protection of the natural environment, its ecosystems and biological diversity. |
| 3 | DP 2023-15 | 11871 McGimpsey Rd | C | Subdivision | 1-C | Protection of development from hazardous conditions. |
| 4 | DP 2024-02 | 1874 Lindell Ave | H | Residential | 1-E 6-E | Protection of development from hazardous conditions and protection of the natural environment, its ecosystems and biological diversity. |
| 5 | DP 2024-03 | 53790 Popkum Rd S | D | Commercial | 3-D | Protection of development from hazardous conditions. |
| 6 | DP 2024-04 | 46923 Laurel Pl | C | Residential | 1-HW | Protection of the natural environment, its ecosystems and biological diversity. |
| 7 | DP 2024-05 | 11424 Farms Rd | F | Agricultural | 1-F | Protection of development from hazardous conditions. |
| 8 | DP 2024-06 | 42215 Bergen Rd | C | Residential | 1-C | Protection of development from hazardous conditions. |
| 9 | DP 2024-10 | 12395 Stave Lake Rd | F | Removal of unauthorized fill | 1-F 2-F | Protection of development from hazardous conditions and protection of the natural environment, its ecosystems and biological diversity. |
| 10 | DP 2024-11 | 12845 Sylvester Rd | F | Subdivision | 1-F 2-F | Protection of development from hazardous conditions and protection of the natural environment, its ecosystems and biological diversity. |
| 11 | DP 2024-13 | 9633 Hess Rd | G | Subdivision | 1-G | Protection of development from hazardous conditions. |
| 12 | DP 2024-14 | 2018 Carol Rd | H | Residential | 1-E 6-E | Protection of development from hazardous conditions and protection of the natural environment, its ecosystems and biological diversity. |

Out of the twelve (12) development permits issued in 2024:

- Six (6) were related to geotechnical hazards;
- Five (5) were related to both riparian and geotechnical hazards in a single combined permit; and
- One (1) was related to riparian area requirements.

Of these issued permits, Electoral Area C had the most issued permits with five (5) permits, followed by Electoral Area F with three (3) permits and Electoral Area H with two (2) permits. Electoral Areas D and G were issued one (1) permit each, and Electoral Areas A, B and E did not have any development permits issued in 2024. Below is a breakdown of development permit applications.

| Electoral Area | # of Development Permits Issued in 2024 |
|-----------------------|--|
| A | 0 |
| B | 0 |
| C | 5 |
| D | 1 |
| E | 0 |
| F | 3 |
| G | 1 |
| H | 2 |

There was one (1) development permit refused by the Director of Planning & Development in 2024.

Development Permit Processing Times

Average development permit processing times for development permits issued in 2024 was 3.5 months. This marks a significant improvement over average processing times in 2023 which averaged 10.2 months.

Over the past year, staff have prioritized the following in order to improve development permit review and processing timelines:

- a. Work with the geotechnical professionals early in the process to minimize the need for revisions to geohazard reports; and
- b. Provide guidance to the geotechnical professionals to strengthen the inclusion of climate change considerations in reports.

Occasionally, some key factors responsible for longer processing times in some files are the submission of geohazard reports that do not meet the requirements set out in the FVRD Hazard Assurance Statement form or delays in receiving a response from the geotechnical professional.

Additionally, some reports do not meet the [FVRD Hazard Assurance Statement](#) after multiple revisions. The FVRD Hazard Assurance Statement is Board approved policy that was developed with Engineers & Geoscientists of BC. It serves as a term of reference for geohazard reports. The purpose of the Hazard Assurance Statement is to inform Registered Professionals (“RPs”) of the requirements for geohazard reports ahead of time. It includes a checklist that RPs fill out to indicate that their report includes all required content. Nevertheless, incomplete geohazard reports remain a key factor in the time it takes to issue a development permit. To mitigate this, staff continue to advise property owners and applicants to direct their Registered Professionals to contact FVRD prior to completing their assessments to ensure they have access to essential background reports and resource materials.

COST

Staff costs associated with this report is accommodated through the Electoral Areas Planning (603) Budget. The development permit application fee of \$360.00 was collected for each application.

CONCLUSION

The number of development permit applications has been relatively steady over the last ten (10) years. The average number of applications received each year over the last thirteen (13) years was twenty (20). 2024 is slightly below average at eighteen (18).

Schedule “A” **attached to this report** indicates the number of development permit applications received each year since 2011. Note that in 2024, a total of eighteen (18) development permit applications were received. Twelve (12) applications were approved in 2024 with nine (9) applications received in 2024 and three (3) applications originally received in 2023. Likewise, a number of applications received in 2024 will be approved in 2025 due to processing times.

The delegation of development permit applications to the Director of Planning & Development fast tracks the approval process considerably more than if the permits had to be approved by the Committee and Board.

Schedule "A"

Graph showing number of development permit applications received each year from 2011-2024.

