



# **DEVELOPMENT APPROVAL INFORMATION BYLAW**

**BYLAW No. 1210, 2024**



**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1210, 2024**

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**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1210, 2024**

**A bylaw to establish policies and procedures for requiring Development Approval Information**

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WHEREAS Council, pursuant to section 485 of the *Local Government Act*, as amended from time to time, has specified in the *Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022*, as amended from time to time, designated areas for which Development Approval Information may be required;

AND WHEREAS Section 486 of the *Local Government Act* requires Council to establish, by bylaw, procedures, and policies on the process for requiring Development Approval Information;

NOW THEREFORE in open meeting assembled, Council of the Village of Harrison Hot Springs enacts as follows:

**PART 1.0      ADMINISTRATION**

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**1.1 Citation**

This Bylaw may be cited for all purposes as the “*Village of Harrison Hot Springs Development Approval Information Bylaw No. 1210, 2024*”.

**1.2 Purpose**

- a) The purpose of this Bylaw is to obtain information on the anticipated impact of a proposed activity or Development within the community; and
- b) Evaluate the impact of the proposed activity or Development on Harrison Hot Springs, if applicable.

**1.3 Application of the Bylaw**

This Bylaw applies to all Lands, as designated by the Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022, as amended from time to time.

**1.4 Definitions**

- a) Unless otherwise defined below, the definitions in this Bylaw have the same meaning as outlined in the *Village of Harrison Hot Springs Zoning Bylaw 1115, 2017*, as amended from time to time.

- b) Within this Bylaw the following definitions also apply:

“Council” means Council of the Village of Harrison Hot Springs

“Development Application” means an application for:

- (i) an amendment to a zoning bylaw;
- (ii) a Development permit; or
- (iii) a temporary use permit

“Planner” means the individual assigned to process the Village’s Development applications

“Qualified Professional” means a professional engineer, geoscientist, architect, archaeologist, landscape architect, biologist, planner or other professional licensed to practice in British Columbia with experience relevant to the applicable matter, as determined by the Chief Administrative Officer, or their delegate, who is in good standing with the regulatory body for the individual’s profession

“Report” means a document containing Development approval information that fulfils the requirements of this Bylaw

“Terms of Reference” means a document prepared by the Chief Administrative Officer by reference to Schedule “A” of this bylaw that defines the scope of required Development approval information to be prepared by a Qualified Professional and delivered to the Village

“Village” means the Village of Harrison Hot Springs

## **1.5 Severability**

If any part, section, subsection, paragraph, sentence, clause, phrase, or schedule of this Bylaw is for any reason found invalid by the decision of any Court of competent jurisdiction, such decision must not affect the validity of the remainder of this Bylaw or the validity of the Bylaw as a whole.

## **PART 2.0      POLICIES AND PROCEDURES**

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- 2.1      The Planner must review a Development Application alongside the visions, goals, objectives, and policies of the Official Community Plan to determine whether any Development approval information is required.
- 2.2      Factors assessed by the Planner to determine whether any Development approval information is required may include any or all of the following factors:
  - a)      The scale and type of the proposed activity or Development;
  - b)      The anticipated impact of the proposed activity or Development on surrounding areas and land uses.
- 2.3      The Planner must notify an applicant in writing of any required Development approval information, by providing Terms of Reference prepared in accordance with Part 3 of this bylaw.
- 2.4      An applicant must, at their sole cost, provide the Development approval information in a Report that must be submitted to the Planner within sixty (60) business days of written notification or such greater period of time as the Planner may specify in notifying the Applicant of the requirements.
- 2.5      The Planner must decide if the Report is complete within 45 business days upon receipt of the Report.
- 2.6      If the Report is determined to be incomplete, the applicant must be notified in writing of the nature of the deficiencies.
- 2.7      An applicant may resubmit to the Planner a revised Report addressing the deficiencies within 45 business days of receiving the notification.
- 2.8      The Planner may, after receiving and reviewing a Report or a revised Report, require a peer review of the Report by one or more Qualified Professionals, at the expense of the applicant. The Planner may specify the Qualified Professionals who must be engaged to perform the peer review, or the particular qualifications that are required for the review.
- 2.9      An applicant may apply to Council in writing for reconsideration of a requirement for Development approval information within 30 business days of the date on which the Planner's decision is communicated in writing to the applicant.

## **PART 3.0      TERMS OF REFERENCE**

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- 3.1     The Planner may request that the applicant provide one or more Reports prepared by a Qualified Professional related to one or more of the subject areas identified in Schedule “A” of this Bylaw, which is attached to and forms a part of this Bylaw.
- 3.2     The Planner may create Terms of Reference for any required Report by reference to subject matters identified in Schedule “A” of this Bylaw, which is attached to and forms a part of this Bylaw.

## **PART 4.0      REPORT REQUIREMENTS**

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- 4.1     In addition to the information required as outlined in Schedule “A”, the Qualified Professional must include the following information in all Reports, unless exempted by the Planner who created the Terms of Reference:
  - a)     The legal description and property identifier (PID) of the subject property;
  - b)     A description of all relevant charges registered on title, including covenants, easements, and statutory-rights-of-way;
  - c)     A site plan prepared by a BC Land Surveyor or other professional as approved by the Planner, drawn at an appropriate scale, and depicting the following information:
    - i)     Existing and proposed buildings, structures, impervious surface, and associated features;
    - ii)    Location of natural features and infrastructure;
    - iii)   Existing property boundaries;
    - iv)    Contours at site appropriate contour intervals;
    - v)     Proposed site grading and post Development contours;
    - vi)    Property boundary setbacks; and
    - vii)   Scale and north arrow.
  - d)     A description of the data, methodology, and assumptions used to prepare the Report including sufficient detail regarding the assessment and the methodology to facilitate a peer review;
  - e)     A description of the context, interaction, scope, magnitude, and significance of the anticipated impact of the proposed activity or Development in respect of the matters set out in the Terms of Reference, including how the anticipated impact may cumulatively contribute to the impact of activities or Developments already approved or applied for;
  - f)     Recommendations for conditions or requirements that Council or its delegate may impose to mitigate any anticipated impacts; and
  - g)     A quality assurance statement with the signatures and seals of the involved Qualified Professionals.

## **PART 5.0      APPROPRIATE QUALIFIED PROFESSIONAL**

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<b>TYPE OF INFORMATION REQUIRED</b>	<b>CONSULTANT REQUIREMENTS</b>
Natural Environment – all or any of the following with the final Report signed by a Registered Professional Biologist (R.P. Bio). Input may be provided by other professionals, as noted, in the adjacent column that are not a Registered Professional Biologist.	Registered Professional Biologist (R.P. Bio) Hydrological Engineer (P. Eng.) Geotechnical Engineer (P. Eng.) Professional Geologist (P. Geo.) Member of Canadian Institute of Planners (MCIP, RPP) Registered Professional Forester (RPF) Architect (MAIBC) Landscape Architect (BCSLA) Professional Agrologist (P. Ag.)
Transportation	Traffic Engineer (P. Eng.)
Infrastructure	Civil Engineer (P. Eng.)
Public Facilities and Community Services – all or any the following with the final Report submitted being signed off by a Civil Engineer (P. Eng)	Member of Canadian Institute of Planners (MCIP) or Certified Member (RPP) Architect (MAIBC) Civil Engineer (P. Eng.)

## **PART 6.0      READINGS AND ADOPTION**

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INTRODUCED AND READ A FIRST TIME THIS 9<sup>th</sup> DAY OF SEPTEMBER 2024

READ A SECOND TIME THIS 9<sup>th</sup> DAY OF SEPTEMBER 2024

READ A THIRD TIME THIS 9<sup>th</sup> DAY OF SEPTEMBER 2024

THIRD READING RESCINDED THIS 14<sup>th</sup> DAY OF JANUARY 2025

READ A THIRD TIME THIS 2<sup>nd</sup> DAY OF FEBRUARY 2025

ADOPTED THIS 18<sup>th</sup> DAY OF FEBRUARY 2025



Fred Talen  
Mayor



Amanda Graham  
Corporate Officer

## **SCHEDULE “A”**

### **DEVELOPMENT APPROVAL INFORMATION**

#### **NATURAL ENVIRONMENT**

If required, the Report must:

- a) Identify on the site plan of the proposed Development any of the following physical features, both surface and subsurface:
  - i. Wetlands and bogs;
  - ii. Streams, creeks, or rivers, either permanent or intermittent;
  - iii. Foreshore regions;
  - iv. Steep slopes;
  - v. Flora and fauna;
  - vi. Fish and wildlife habitat;
  - vii. Wildfire hazard interface areas;
  - viii. Soil conditions;
  - ix. Surface water drainage patterns; and
  - x. Bedrock;
- b) Estimate the volumes and quality of surface and sub-surface drainage waters that would be directed to watercourses and the methods to be used to ensure that contaminants are not released into these waters as a result of the proposed Development, and in the case of phased Development, each phase of the Development;
- c) Determine the discharge of surface drainage waters into fish habitat;
- d) Determine the effect building construction, installation of impervious areas and removal of trees/vegetation has on soils sand, or silt slipping/eroding into watercourses;
- e) Determine the impact the proposed Development has on the forest, if any, including the trees and understory and including the number and type of trees and type and extent of vegetation, which would be removed to accommodate the proposed Development;
- f) Determine the impact the proposed Development on Wildlife Habitat, if any, and alteration of the native fauna associated with such habitat;
- g) Determine the impact to the proposed road and bridge construction on the watercourses and the banks of such watercourses;
- h) Provide a plan of revegetation during and after construction of the proposed Development to preserve disturbed soils, prevent erosion and sloughing and restore native flora;
- i) Examine the site’s natural environmental features;
- j) Determine how the Development may impact the environment of the site and the adjacent properties;



- k) Determine how the Applicant proposes to mitigate any potential impacts on the environment;
- l) Identify how the Applicant intends to ensure that no foreign materials enter into any watercourses, including, without limitation, greases, oils, gasoline, sediments, and other contaminants during and after the construction phase of the Development; and
- m) Identify the capital works required for the proposed Development, for the protection of the natural environment waters and a cost estimate to perform the works and services.

## **TRANSPORTATION ISSUES AND PATTERNS**

If required, the Report must:

- a) Estimate the number of additional vehicle trips per day generated by the proposed Development and, in the case of phased Development, by each phase of the Development;
- b) Provide an analysis of the proposed Development impact on existing public Highways identified in land use planning documents or any other similar document receiving the increased traffic circulation, including vehicular capacity of the road, size, and configuration of intersections, turning lanes, merging lanes, traffic lights and pullout areas;
- c) Provide an analysis of the impact of the traffic to be generated by the proposed Development on the adjacent uses of the land;
- d) Provide an analysis of the impact of the traffic to be generated by the proposed Development on areas where there may be conflict with vehicles, including, without limitation, paths or walking trails and other intersection points;
- e) Provide onsite parking and loading requirements and identify internal circulation routes of the proposed Development;
- f) Provide a breakdown of traffic flows associated with the proposed Development as follows:
  - i. weekday and weekend traffic volumes;
  - ii. peak morning and evening traffic volumes;
  - iii. different volumes associated with different land use activities; and
  - iv. percentage of in and out flows.
- g) Identify any Highway upgrading, reconstruction, reconfiguration or expansion to the Highways that may be necessary in order to accommodate the current or any additional vehicle trips per day to be generated by the proposed Development, including the construction of or alterations to intersections, turning lanes, merge lanes, traffic lights and pullout area and a cost estimate to perform the works and services; and
- h) Provide solutions to possible traffic problems or opportunities for facilitating active transportation transit use and access by alternative Highways.

## **LOCAL INFRASTRUCTURE**

If required, the Report must:

- a) Estimate the water demand to be generated by the proposed Development, and in the case of phased Development, by each phase of the Development;
- b) Provide an analysis of existing public water systems and the options available for the supply and delivery of water to the proposed Development;
- c) Provide an analysis of existing systems for disposal and treatment of sewer waste and the options available for the treatment and disposal of sewage from the proposed Development;
- d) Estimate the amount of surface drainage waters that would be generated by the proposed Development and the options available for collection, storage, and disbursement of such drainage;
- e) Identify any possible deficiencies of the current water, sewer, and drainage systems in dealing with the proposed Development; and
- f) Identify any new capital works required for the proposed Development for water, sewer and drainage systems and a cost estimate to perform the works and services.

## **PUBLIC FACILITIES AND COMMUNITY SERVICES**

If required, the Report must:

- a) Identify community services that would be affected by the Development including, without limitation, any of the following: the provision of school services, protective services such as fire and police, health care, and recreational services;
- b) Examine the potential financial impacts of the Development on the existing community services and public facilities;
- c) Examine the impact of the Development on the number of users of existing community services and public facilities;
- d) Outline any potential costs required for any works and services needed to address any issue and identify possible strategies to mitigate against the potential impacts, including an outline of the potential funding sources for the provision of additional community services and public facilities that may be required as a consequence of the Development.