

**Rural Municipality of North Shore****Progress Report on the Official Plan and Bylaw Review**

The Special Committee for the Official Plan and Bylaw Review met via conference call May 5. The meeting included a discussion on the revisions made to the Bylaw after last month's discussion, and the next section of the Bylaw which covers administrative applications and the application review processes. This report serves as a summary of the meeting discussion and a progress report for Council on the status of the project.

**Official Plan**

Draft 2 of the proposed Official Plan was provided to the CAO and has since been made available on the municipality's website for further public review. One comment has since been received regarding a minor correct.

**Land Use Bylaw**

The Committee discussed the revised Sections 1 (Introduction) and 2 (Zones) of the proposed Bylaw. Minor edits for clarification and corrections in formatting were proposed.

The focus of our discussion was on 3 different application types which include: Development Permits, Variances, and Bylaw Amendments. As subdivisions get their own section in the Bylaw they will be addressed at another time. A flow chart was provided to illustrate the review process for each of the application types discussed. While these charts will not be part of the Bylaw, they can be used as guidance documents to assist people through the application process in the future.

Discussion points included:

With regards to fees, a question was raised on whether not the development permit related fee schedule should be included in the Fees Bylaw.

As per discussions last month, Special Permit Uses will not be included in the new Bylaw and all standard (as of right) development permits will be approved/rejected by the development officer and will not require Council's approval;

The committee reviewed the current conditions for when a development permit is required, and when it is not required. It was noted that some of the terminology is not currently defined in the Bylaw and requires further review.

The committee discussed the current requirement for a drainage plan for all development permits. The proposed Bylaw has included exemptions from this requirement for small scale developments or for developments on large parcels, where drainage is unlikely to impact adjacent properties.

The proposed site plan requirements are based on the current provincial site plan requirements however further information will be requested on site plans with regards to wells and waste water systems on adjacent properties. This is particularly important for development on small undersized lots.

The Development Officer will no longer approve variances. All variances will require a review by Planning Board/Council and major variances (over 10%) will also require a notice to go out to surrounding property owners. The distance to send notice to surrounding property owners should reflect the size of lots in a rural municipality.

Bylaw amendments that involve a change to the Zoning Map (a rezoning application) require a public meeting but will now also require a notice to go out to the surrounding property owners. The distance to send notice to surrounding property owners should reflect the size of lots in a rural municipality.

The committee discussed the need for flexibility in how notices are provided, while electronic format is permitted, the province currently requires a hard copy to be mailed to property owners.

A new process of reconsideration has been added to the Bylaw which will provide some flexibility in the time between a decision on an application and an appeal to IRAC. This step provides the municipality a chance to go back and review application information and the process, and to change your mind if you find something that may have been missed or that may be wrong, before going to an appeal. The committee did not have an opportunity to discuss the process further during the 2 hour meeting. Further discussion will be covered during our next meeting.

### **Work Plan and Schedule**

The Special Committee will be meeting again on May 19, 2020.

If you have any further questions about this report or the progress of the project, please do not hesitate to contact me at [hparnham@outlook.com](mailto:hparnham@outlook.com)

Best regards,



Hope Parnham