

# CORPORATION OF THE CITY OF NEW WESTMINSTER

## BYLAW NO. 8512, 2025

A Bylaw to amend Development Approval Procedures Bylaw No. 5658, 1987

---

WHEREAS the Local Government Act empowers the Council by bylaw to define the procedures under which an owner of land may apply for amendment to the Official Community Plan, the Zoning Bylaw or heritage designation bylaw or the issue of a permit,

WHEREAS the Council has adopted a development approval procedures bylaw under Parts 14 and 15 of the Local Government Act, and wishes to amend the bylaw,

NOW THEREFORE THE CITY COUNCIL of the Corporation of the City of New Westminster in open meeting assembled ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Development Approval Procedures Bylaw No. 5658, 1987, Amendment Bylaw No. 8512, 2025”.
2. Development Approval Procedures Bylaw No. 5658, 1987 is hereby amended as follows:
  - a) In section 2, inserting “applications for” immediately following “apply to”;
  - b) Deleting section 2(1)(c);
  - c) In section 2(2)(d), deleting “heritage revitalization agreements” and replacing it with “heritage alteration permits”;
  - d) In section 3(1), inserting “, approval” immediately following “for an amendment”;
  - e) In section 3(1)(a), deleting “Development Services Department” and replacing it with “Director of Planning and Development”;
  - f) Deleting section 3(1)(b) and replacing it with “accompanied by the records and documentation required by or pursuant to this bylaw.”;
  - g) Deleting the preamble of section 3(2) and replacing it with “An application for an amendment, approval or permit shall be accompanied by the following in a format established by the Director of Planning and Development.”;
  - h) In sections 3(2)(b) and (d), deleting the words “in quadruplicate”;
  - i) In section 3(2)(h), deleting “Development Services Department” and replacing it with “Director of Planning and Development”;
  - j) Deleting the preamble of section 3(3) and replacing it with “Prior to submitting the documentation required in subsection (2) above, an applicant for an amendment, approval or permit shall first submit to the Director of Planning and Development the following.”;

- k) In section 3(3)(a), deleting the words “in quadruplicate”;
- l) Deleting section 3(4) and replacing it with:

“In addition to the requirements of subsections (2) and (3) above, an application for an official community plan amendment bylaw shall be accompanied by a cover letter or written rationale describing:

  - (a) the amendment requested (e.g., land use designation change, text amendment);
  - (b) reasons and justification (planning rationale, alignment with community goals, public benefits); and
  - (c) proposed land use, density, form, or policy change.”
- m) Deleting section 3(5) and replacing it with “For an amendment, approval or permit, the Director of Planning and Development may exempt the applicant from providing information required by sections 3(2), 3(3) and 3(4) which the Director considers not pertinent to the application.”
- n) Inserting a new section 3(6):

“An application under this bylaw shall not be considered received by the City until:

  - (a) the applicant has submitted all forms, fees, plans, studies, letter of intent, reports and other documentation and materials required by this bylaw and any other City bylaws in connection with the application;
  - (b) the Director of Planning and Development has reviewed the submitted documents and materials and confirmed that all materials appear, based on that review, to have been provided, to be complete and to provide the required information; and
  - (c) the Director of Planning and Development has issued a written notice to the applicant confirming satisfactory review under paragraph (6)(a) and 6(b) above, that the application has been received and the date on which the application has been received.”;
- o) Inserting a new section 3(7):

“When required by the Director of Planning and Development, an applicant shall submit additional or updated information below, within the timelines specified below, or as otherwise may be specified by the Director or directed by Council to the applicant:

  - (a) required technical reports and studies within 60 calendar days; and
  - (b) all other required documentation, including but not limited to: drawings, data updates, letters and revision, within 30 calendar days.”;
- p) Inserting a new section 3(8):

“If an applicant does not provide required materials within the applicable submission timeline set out in subsection (7), the Director of Planning and Development may cancel the application.”;

q) Inserting a new section 3(9):

“All application forms, plans, drawings and other documents and materials submitted with or in connection with an application, will become the property of the City when submitted by the applicant.”

r) Inserting a new section 4:

“(1) Despite any other provision in this bylaw, if, with respect to an application for amendment to a bylaw, Council does not:

- (a) give three readings to the bylaw within 18 months of the date the application is considered to have been received under this bylaw;  
or
- (b) adopt the bylaw within 18 months after the date Council gave third reading to the bylaw,

the application shall lapse, and will be of no force and effect, and an applicant who wishes to proceed with their application must submit a new application.

(2) Notwithstanding subparagraph (1) above, prior to an application for bylaw amendment lapsing, an applicant may apply to the Director of Planning and Development for a time extension by submitting to the Director a written application in a form established by the Director, together with such documentation and materials as may be required by the Director and payment to the City of any fees payable under City bylaws in connection with such extension request, and upon receipt of a completed application for extension, together with all required documentation, materials and fees, the Director may, but is not obligated to, grant an extension of up to 18 months.”;

- s) In section 5, deleting “Official Community Plan, Zoning Bylaw no. 1743, 1940 as amended, a development permit, or development variance permit” and replacing it with “official community plan or a zoning bylaw or for a development permit or development variance permit”;
- t) In section 5(a), deleting “Development Services Department shall” and replacing it with “Director of Planning and Development may”;
- u) Deleting section 5(a)(ii) and replacing it with “a copy of the proposed amendment bylaw, permit, agreement or covenant”;
- v) Inserting a new section 5(a)(viii): “confirmation that the Director of Planning and Development has issued written notice to the applicant under section 3(6)(c).”;

- w) In section 5(b), deleting “Development Services Department” and replacing it with “Director of Planning and Development”;
- x) In section 5(e), deleting “City” and replacing it with “Director of Planning and Development”;
- y) In sections 5(f), (f.1), (g), (g)(i), (g)(ii), (g)(iii) and (g)(iv), deleting all instances of “Climate Action,”;
- z) In section 5(g)(i), inserting “required fees to the City, and” immediately following “applicant shall submit”;
- aa) Inserting a new section 6:

“Application Revisions

If, after the City has issued notice under section 3(6)(c), the applicant makes changes to the application that the Director of Planning and Development considers materially alters the application, including but not limited to changes to the form of development, tenure, proposed uses or amenities, the Director of Planning and Development may cancel the application in accordance with the following procedures:

- (a) the City shall provide written notice to the applicant that the Director intends to cancel the application if the applicant does not withdraw the changes to the application;
- (b) if a written response confirming the applicant has elected to withdraw the application changes is not received within 14 calendar days following notice under subparagraph (a) above, the Director may cancel the application; and
- (c) if the application is cancelled, the applicant may immediately submit a new application in accordance with this bylaw.”;

- bb) In section 9, deleting “the Advisory Planning Commission, the Consultative Design Committee, the Downtown Design Review Panel, the Heritage Advisory Committee, or any other City Committee” and replacing it with “City committees or commissions”.

**Consequential Amendments**

- 3. Development Approval Procedures Bylaw No. 5658, 1987 is further amended by making such consequential changes as are required to give effect to the amendments particularized in this bylaw, including changes to the format, numbering and table of contents.

GIVEN FIRST READING this 3<sup>rd</sup> day of November, 2025.

GIVEN SECOND READING this 3<sup>rd</sup> day of November, 2025.

GIVEN THIRD READING this 3<sup>rd</sup> day of November, 2025.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

---

Mayor Patrick Johnstone

---

Hanieh Berg, Corporate Officer