



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** April 16, 2024

**MEETING TYPE & DATE** Electoral Area Services Committee of May 1, 2024

**FROM:** Inspections & Enforcement Division  
Land Use Services Department

**SUBJECT:** CVRD Bylaw No. 4587 – Development Application Procedures Amendment Bylaw, 2024 and CVRD Bylaw No. 4588 – Ticket Information Authorization Amendment Bylaw, 2024

**FILE:** 3900-30-4587  
3900-30-4588 MTI

## **PURPOSE/INTRODUCTION**

The purpose of this report is to request Board consideration of bylaw amendments to enhance enforcement within Development Permit Areas.

## **RECOMMENDED RESOLUTION**

That it be recommended to the Board:

1. That CVRD Bylaw No. 4587 – Development Application Procedures Amendment Bylaw, 2024, be considered for three readings and adoption.
2. That CVRD Bylaw No. 4588 – Ticket Information Authorization Amendment Bylaw, 2024, be considered for three readings and adoption.

## **BACKGROUND**

The purpose of [CVRD Bylaw No. 3209 – Ticket Information Authorization Bylaw, 2008](#), is to authorize the use of Municipal Ticket Information (tickets) for the enforcement of certain bylaws, to designate persons as Bylaw Enforcement Officers, to authorize the use of certain words or expressions, to designate specific bylaw offences and to set fine amounts for bylaw offences.

[CVRD Bylaw No. 4483 – Development Application Procedures Bylaw, 2023](#), establishes procedures for development of land, the application process and associated permits and fees.

## **ANALYSIS**

The amendment to Bylaw No. 3209 – will enable ticketing provisions specific to offenses associated with unauthorized works in Development Permit Areas (DPAs) such as altering land and undertaking construction activities without first obtaining a development permit authorizing such works. Additionally, persons who have obtained Development Permits (DP) authorizing works within a DPA may be ticketed for failing to comply with the terms and conditions of the permit by not adhering to the specific development conditions set out within the permit.

Corresponding amendments to CVRD Bylaw No. 4483 – Development Application Procedures Bylaw, 2023, are needed for consistency with the Ticketing Bylaw.

**FINANCIAL CONSIDERATIONS**

N/A

**COMMUNICATION CONSIDERATIONS**

N/A

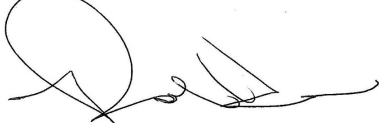
**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

N/A

**Referred to (upon completion):**

- ☐ Community Services (*Cowichan Community Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Facilities & Transit*)
- ☐ Corporate Services (*Finance, Human Resources, Information Technology, Legislative Services*)
- ☐ Operations (*Utilities, Parks & Trails, Recycling & Waste Management*)
- ☐ Land Use Services (*Community Planning, Strategic Initiatives, Development Services, Building Inspection & Bylaw Enforcement*)
- ☐ Strategic Services (*Communications & Engagement, Economic Development, Emergency Management, Environmental Services*)

Prepared by:



Rob Harris  
Manager

Reviewed by:



Michelle Pressman, RPP, MCIP, MPlan  
Manager



Ann Kjerulf, MCP, RPP, MCIP  
General Manager

Reviewed for form and content and approved for submission to the Committee:

Resolution:

☒ Corporate Officer

Financial Considerations:

☒ Chief Financial Officer

**ATTACHMENTS:**

Attachment A – CVRD Bylaw No. 4587 – Development Application Procedures Amendment Bylaw, 2024

Attachment B – CVRD Bylaw No. 4588 – Ticket Information Authorization Amendment Bylaw, 2024

Attachment C – Consolidated CVRD Bylaw No. 3209 – Ticket Information Authorization Bylaw