



The Corporation of the District of North Cowichan

Development Approval Information Bylaw

BYLAW NO. 3942

A bylaw to establish procedures for requiring development approval information in regard to transportation patterns, infrastructure, public facilities, community services, and the natural environment as part of the land development application process.

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WHEREAS the District of North Cowichan has adopted an Official Community Plan, being "Official Community Plan Bylaw No. 3900, 2022";

AND WHEREAS the District of North Cowichan has established development approval information areas in its Official Community Plan;

AND WHEREAS section 485 of the *Local Government Act* (RSBC, 2015, c. 1) enables the District of North Cowichan to designate areas for which development approval information may be required from an applicant for an amendment to a zoning bylaw, a development permit or a temporary use permit;

AND WHEREAS section 486 of the *Local Government Act* (RSBC, 2015, c. 1) requires the District of North Cowichan, by bylaw, to establish procedures and policies on the process for requiring development approval information and the substance of the information that may be required;

NOW THEREFORE the Council of The Corporation of the District of North Cowichan, in open meeting assembled, enacts as follows:

PART 1 INTRODUCTION

1.1. Citation

- 1.1.1 This bylaw may be cited as "Development Approval Information Bylaw No. 3942, 2024".

1.2 Interpretation

- 1.2.1 Words in italicized font used herein shall have the respective meanings specified in 'Schedule A – Definitions' section of this bylaw.
- 1.2.2 Italicized text in square brackets has been added for convenience of reference only and is not part of this bylaw.
- 1.2.3 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as revised or replaced from time to time, and any bylaw or policy referred to herein is a reference to an enactment of *Council*, as revised or replaced from time to time.
- 1.2.4 The following Schedules are attached to and form part of this bylaw:
- (a) Schedule A – Definitions
 - (b) Schedule B – Qualified Professionals
 - (c) Schedule C – Development Approval Information Area Reports

1.3 Severability

- 1.3.1 If any section, subsection, sentence, clause, or phrase of this bylaw is held to be invalid by a court of competent jurisdiction, that section, subsection, sentence, clause, or phrase will be severed and the validity of the remaining portions of the bylaw will not be affected.

1.4 Application

- 1.4.1 This bylaw shall be applicable to all lands and surfaces of the water within the *District* that are subject to alterations or development, as defined by the *District's* regulations.
- 1.4.2 In instances where the *Official Community Plan* identifies conditions for which *Development Approval Information* may be required, this bylaw prescribes the requisite procedures, policies and content requirements for such information.
- 1.4.3 The following *District Officials* are authorized to require an *Applicant* to provide *Development Approval Information* on the anticipated impact of a proposed *Application*:
- (a) Director, Planning and Building;
 - (b) Director, Subdivision and Environmental Services;
 - (c) Director, Engineering; or
 - (d) Approving Officer.

PART 2 DEVELOPMENT APPROVAL INFORMATION (DAI)

2.1 Requirement to Provide Development Approval Information

- 2.1.1 Where *Development Approval Information* (DAI) is required, the *District Official* will advise the *Applicant* of information requirements, in writing, which may take the form of:
- (a) setting out *Terms of Reference* (ToR), or
 - (b) requesting a *Qualified Professional*-developed TOR.
- 2.1.2 The *Applicant* is responsible for submitting the *DAI* at their own expense, ensuring it meets the following criteria:
- (a) The *DAI* should be formatted as a comprehensive report, unless otherwise agreed.
 - (b) The *DAI* must be compiled by a *Qualified Professional*, as listed in 'Schedule B: Qualified Professionals', or other professionals of equivalent qualification as approved by the *District Official*.
 - (c) Reports should meet the standards of professional practice, endorsed with the signature and professional seal of the *Qualified Professional(s)* responsible for preparation, along with a declaration of quality assurance.
 - (d) The *DAI* must conform to and thoroughly address the specifications detailed in section 2.2.

2.1.3 For *Applications* seeking an amendment to the *Zoning Bylaw*, the *District Official* may require a *DAI* report and may do so at any point prior to third reading of the zoning amendment bylaw.

2.2 Terms of Reference

2.2.1 The *Terms of Reference* define the scope and procedural framework for the preparation of a *DAI* report [*can include one or more*], addressing the following matters as applicable:

- (a) Abandoned Mine Workings Hazards
- (b) Agriculture
- (c) Archaeology
- (d) Climate Action
- (e) Community Services
- (f) Economic and Socio-Economic Impacts
- (g) Environmentally Sensitive Lands
- (h) Fire Underwriter Survey
- (i) Fiscal Impacts
- (j) Form and Character / Built Environment
- (k) Geotechnical and Hazardous Conditions
- (l) Heritage
- (m) Land Lift
- (n) Local Infrastructure
- (o) Natural Environment
- (p) Noise and Visual Impacts
- (q) Public Facilities and Services
- (r) Sea Level Rise
- (s) Shadow Study
- (t) Stormwater Management / Master Drainage Plan
- (u) Traffic Impact
- (v) Transportation
- (w) Visual Impact / View Corridor Assessments
- (x) Water Supply and Sewer Infrastructure
- (y) Wildfire Hazards

2.2.2 The *Terms of Reference* may require the *DAI* report to provide all, or part of the information contained in 'Schedule C – Development Approval Information Area Reports'.

2.2.3 A *DAI* report shall include, but not necessarily be limited to, the following:

Item	Description
Property Identification	The legal description and property identifier (PID) for the property.
Land Use Restrictions	A description of all relevant land use covenants, easements, statutory rights of way, or other charges registered on title that affect the use and development of the property.
Property Mapping	A location and context map for the property, clearly delineating the boundaries and providing an overview of the surrounding area.
Methodology Overview	A comprehensive outline of the methodology and assumptions employed in the preparation of the <i>DAI</i> report, including sufficient detail to enable a professional peer review. This should cover the approach taken for assessment and the rationale behind the chosen methodology.
Impact Analysis	An in-depth identification and analysis of the potential impacts of the proposed development or activity. This should include the context, interaction, scope, magnitude, and significance of the anticipated impacts, as well as a discussion on the data and methodological accuracy, assumptions made, uncertainties, acceptability thresholds, and the cumulative contribution of the anticipated impacts to existing risks, stressors, and environmental or infrastructural threats.
Mitigation Strategies	Detailed recommendations for mitigation measures or conditions that may be imposed by the the <i>District Official</i> to address the anticipated impacts of the development.

2.3 Distribution and publication of reports

- 2.3.1 The *District Official* may request, at the *Applicant's* expense, the presentation of any report to *Council*, the public and staff by the *Qualified Professional* who prepared the assessment.
- 2.3.2 The *District* reserves the right to distribute the report and publicize the results.

PART 3 REPORT REVIEW

3.1 Deficiency Notification

- 3.1.1 If the *DAI* report is determined to be deficient during the review process, the *District Official* shall notify the *Applicant* in writing of the deficiencies.

3.2 Resubmission Requirements

- 3.2.1 An *Applicant* who receives a deficiency notification must resubmit a complete *DAI* report that addresses all identified deficiencies within 90 days from the notification issuance. Should this condition not be met, the *Application* will be

considered inactive, unless the *District Official* agrees in writing to a longer period.

3.3 Independent review Procedures

3.3.1 In cases where an independent review is necessary, either due to limitations in staff capacity for a timely review or concerns regarding the substance, procedure, or methodology of the original *DAI* report, the *District Official* may instruct the *Applicant* to arrange for such a review.

3.3.2 The following procedures for an independent review shall apply:

- (a) The *Applicant* will be notified in writing of the decision for an independent review.
- (b) The independent review will name the *District* as recipient and be conducted at the *Applicant's* expense.
- (c) The independent review must be conducted by a *Qualified Professional*, distinct and independent from the professional who prepared the initial submission.
- (d) Prior to the independent review, the *Qualified Professional* to be engaged, must first be approved by the *District Official*.
- (e) Upon completion of the independent review, the *Applicant* is required to submit the *DAI* report in writing within the timeframe specified by the *District Official*.
- (f) Failure to comply with the requirements of this section will result in the *Application* being marked as inactive.

3.4 Request for reconsideration

3.4.1 An *Applicant* may submit a request to *Council* to reconsider a decision to require a *DAI* report by submitting a written *Application [for reconsideration]* to the Corporate Officer within 30 days of the written communication of the *District Official*. The request must include:

- (a) a description of the decision sought to be reconsidered by *Council*;
- (b) the date of the decision;
- (c) the name of the person [*District Official*] who made the decision;
- (d) the grounds on which reconsideration is being requested; and
- (e) a copy of any materials that the *Applicant* wishes *Council* to take into account when reconsidering the decision.

- 3.4.2 *Council* must reconsider the decision at a regular Public and Statutory Hearing meeting held within a reasonable period of time after the date on which the *Application* for reconsideration was delivered to the Corporate Officer.
- 3.4.3 The Corporate Officer must:
- (a) place the reconsideration of the decision on the agenda for a regular Public and Statutory Hearing meeting in accordance with section 3.4.2;
 - (b) give notice of reconsideration of the decision in accordance with any notice requirements applicable to the original decision; and
 - (c) before the reconsideration of the decision by *Council*, deliver to each *Council* member a copy of the materials that were considered by the *District Official*, in making the decision that is to be reconsidered, and a copy of all materials submitted by the *Applicant* to the Corporate Officer as part of the *Application* for reconsideration.
- 3.4.4 At the meeting at which *Council* is to reconsider the decision, *Council* will first hear from staff in relation to the subject matter of the decision and in relation to the decision itself and will then hear from the *Applicant*. *Council* may then hear from staff in relation to any new information raised by the *Applicant* in its submissions to *Council*.
- 3.4.5 *Council* must consider all the material before it when reconsidering the decision. *Council* may either confirm the decision, amend the decision, or set aside the decision and substitute the decision of *Council*.
-

READ a first time on April 17, 2024

READ a second time on April 17, 2024

RESOLUTION to amend subsection 1.4.3 by removing "(b) Manager, Development Planning" and by amending Schedule C, section C.19(d) by adding the words "secure bike storage and e-bike charging stations" after the word 'including'.

READ a third time on April 17, 2024, as amended.

ADOPTED on May 1, 2024

CORPORATE OFFICER

PRESIDING MEMBER

SCHEDULE A – DEFINITIONS

Within the scope of this bylaw, the following definitions are to be interpreted as described below, unless the context explicitly dictates otherwise:

A.1	"Applicant"	means the property owner or an authorized representative of the owner in relation to an <i>Application</i> pursuant to this bylaw.
A.2	"Application"	means a written submission by an <i>Applicant</i> seeking to alter the <i>Official Community Plan</i> , amend the <i>Zoning Bylaw</i> , or obtain a <i>Permit</i> .
A.3	"Council"	means the Council of the <i>District</i> .
A.4	"Development Approval Information" or "DAI"	means the additional information requested by the <i>District Official</i> , under section 487 of the LGA.
A.5	"Development Approval Information Area" or "DAIA"	means a designated area where the <i>District</i> may require development approval information pursuant to this bylaw. [Refers to a designated area where the <i>District</i> may require additional information about the potential impacts of a proposed development on the environment and municipal infrastructure prior to considering its approval.]
A.6	"Development Permit" or "DP"	means a development permit issued pursuant to the LGA. [Refers to the authorization of a permit issued under Section 490 of the LGA, allowing certain forms of development or land use based on guidelines and conditions set by local government regulations.]
A.7	"District"	means the Corporation of the District of North Cowichan.
A.8	"District Official"	means an officer or employee of the <i>District</i> , as identified in this section 1.4.3 of this bylaw [as per Section 486(1) of the LGA, whereby it states that a DAI bylaw can authorize an officer or employee to require development approval information.]
A.9	"Local Government Act" or "LGA"	means the <i>Local Government Act</i> , RSBC 2015, c1. [Refers to the provincial legislation that provides the legal framework and foundation for the establishment, administration, and governance of local governments in the province. This Act sets out the powers, duties, and responsibilities of municipalities and regional districts, guiding their operations, land use planning, public consultation, and other key functions.]

A.10	<i>"Official Community Plan" or "OCP"</i>	means the Municipality of North Cowichan's Official Community Plan Bylaw No. 3900, 2022 as revised, consolidated or replaced from time to time. <i>[This plan outlines the municipality's long-term vision, goals, and policies for land use, development, and sustainability. It serves as a framework for decision-making and can be amended or replaced as the municipality sees fit.]</i>
A.11	<i>"Permit" or "Land use permit"</i>	refers to various types of authorizations that local governments issue under section 10 of the LGA. This can include: Development Permits, Development Variance Permits, Development Permits with a Variance, Temporary Trailer Permits, Temporary Use Permits, and other such permits as stipulated within the Act, governing the use, development, or alteration of land or structures.
A.12	<i>"Qualified Professional" or "QP"</i>	means a professional such as a professional engineer, geoscientist, architect, landscape architect, certified arborist, agrologist, biologist, planner, or other professional, licensed to practice in British Columbia with relevant expertise, as determined by the <i>District Official</i> .
A.13	<i>"Terms of Reference" or "ToR"</i>	means a set of guidelines that outline the scope, objectives, and procedures for creating <i>Development Approval Information</i> (DAI) reports. These guidelines aim to ensure each DAI report is consistent in quality and detail, supporting a structured review of development plans.
A.14	<i>"Zoning Bylaw"</i>	means the <i>District</i> of North Cowichan Zoning Bylaw No. 2950, as amended or replaced. <i>[It is a regulatory tool employed by local governments to specify and regulate land use, site density, building location, and the purposes for which land or structures may be used within defined zones or areas of the municipality.]</i>

SCHEDULE B – QUALIFIED PROFESSIONALS

	SUBJECT	QUALIFIED PROFESSIONAL
B.1	Abandoned Mine Workings Hazards	<ul style="list-style-type: none"> Professional Engineer (P.Eng., P.Geo.) with applicable expertise in hydrology, geotechnical, geology, civil, in relation to coal mining and subsidence due to coal workings.
B.2	Archaeology	<ul style="list-style-type: none"> Registered Professional Archaeologist (BCAPA)
B.3	Climate Action	<ul style="list-style-type: none"> Registered Professional Planner (MCIP, RPP) Architect (MAIBC) Landscape Architect (BCSLA) LEED Approved Professional (AP) Certified Energy Manager Professional Engineer (P.Eng.) with applicable expertise such as mechanical engineering. Registered Professional Biologist (R.P.Bio) Professional Agrologist (P.Ag.) Economist
B.4	Economic and Socio-Economic Impacts	<ul style="list-style-type: none"> Registered Professional Planner (MCIP, RPP) Chartered Professional Accountant (CPA) Economist Appraiser (AIC) Land Economist (DULE)
B.5	Environmentally Sensitive Lands and Hazard Lands	<ul style="list-style-type: none"> Registered Professional Biologist (R.P.Bio) Registered Biology Technologist (RBTech) Applied Biology Technician (ABTech) Professional Engineer (P.Eng., P.Geo.) with applicable expertise in hydrology, geotechnical, geology, slope hazards Registered Professional Forester (RPF) Professional Agrologist (P.Ag.)
B.6	Form and Character / Built Environment	<ul style="list-style-type: none"> Registered Professional Planner (MCIP, RPP) Architect (MAIBC) Landscape Architect (BCSLA) LEED Approved Professional (AP)
B.7	Heritage	<ul style="list-style-type: none"> Qualified Heritage Conservation Professional (CAHP) Registered Professional Planner (MCIP, RPP) Architect (MAIBC)
B.8	Local Infrastructure	<ul style="list-style-type: none"> Professional Engineer (P.Eng.) with applicable expertise in civil engineering. Registered Onsite Wastewater Professional (ROWP) for septic systems only.
B.9	Public Facilities and Services	<ul style="list-style-type: none"> Registered Professional Planner (MCIP, RPP) Architect (MAIBC) Professional Engineer (P.Eng.) with applicable expertise such as civil engineering.

		<ul style="list-style-type: none"> • Registered Social Worker (BCCSW) • Chartered Professional Accountant (CPA)
B.10	Sea Level Rise	<ul style="list-style-type: none"> • Professional Engineer (P.Eng., P.Geo.) with applicable expertise in hydrology, geotechnical, geology, civil, in relation to sea level rise.
B.11	Stormwater Management / Erosion	<ul style="list-style-type: none"> • Professional Engineer (P.Eng., P.Geo.) with applicable expertise in hydrology, geotechnical, geology, civil. • Landscape Architect (BCSLA) • Certified Professional in Erosion and Sediment Control (CPESC)
B.12	Transportation	<ul style="list-style-type: none"> • Professional Engineer (P.Eng.) with applicable expertise in traffic and transportation.
B.13	Wildfire Hazards	<ul style="list-style-type: none"> • Registered Professional Forester (RPF) • Registered Forest Technologist

SCHEDULE C – DEVELOPMENT APPROVAL INFORMATION AREA REPORTS

The *Development Approval Information Area (DAIA)* enables the *District* to assess the environmental and infrastructural impacts of proposed land uses or developments prior to granting approval. Rooted in Section 485(1)(b) of the *Local Government Act*, DAIA spans all *District* land and water areas subject to planning *Applications* or *Permits*. Its main goals are to evaluate potential impacts and foster informed decision-making. *Applicants* are required to submit DAI reports, verified by certified professionals listed in 'Schedule B: Qualified Professionals', detailing impact evaluations and proposed mitigation measures.

The following report types could create the *Terms of Reference* for the reports that may be requested of the *Applicant* for a proposed development. The reports form the basis of the *Terms of Reference*, guiding the scope of assessments needed based on the development's scale and potential impacts, ensuring informed and responsible decision-making.

C.1 Agrology Report

If the *District Official* requires information in the form of a report related to agricultural considerations and potential impacts of a proposed development or temporary use, the report should:

- (a) evaluate the current agricultural capabilities of the land, detailing soil quality, climate suitability, and potential crop yields;
- (b) analyze potential impacts of the proposed development or temporary use on local agricultural practices, sustainability, and food production capabilities;
- (c) provide professional agrological recommendations to protect and enhance agricultural capacity, minimize disruptions to farming activities, and promote sustainable agricultural practices within the development framework;
- (d) certify that the proposed development or temporary use aligns with best practices in agricultural management, ensuring the preservation of valuable agricultural land and resources; and
- (e) incorporate sustainable soil management practices, emphasizing regenerative agriculture to improve soil health and support sustainable crop yields.

C.2 Agricultural Capability Report

If the *District Official* requires information in the form of a report related to the inherent ability of the land to support sustainable agricultural production, the report should:

- (a) assess the soil characteristics, climate conditions, and topography of the land to determine its suitability for agricultural activities, both present and potential;
- (b) classify the land based on established agricultural capability classes, delineating areas with prime agricultural potential from those with limitations;
- (c) identify potential constraints or challenges to agricultural use, such as soil erosion, drainage issues, or susceptibility to pests and diseases, and provide recommendations to address or mitigate them;

- (d) evaluate any non-agricultural uses or developments on the land and their potential impact on its agricultural capability;
- (e) certify that the findings reflect an accurate and comprehensive analysis of the land's agricultural capability, providing insights into its optimal agricultural uses and long-term sustainability; and
- (f) evaluate the land's contribution to local food security and its role in a sustainable food system, reflecting the community's commitment to agricultural resilience and sustainability.

C.3 Archaeology and Heritage Impact Assessment Report

If the *District Official* requires information in the form of a report related to the impact of a proposed development or temporary use on archaeological and heritage matters, the report should:

- (a) identify cultural heritage values and potential heritage and archaeological features on the site, emphasizing the long-standing history of First Nations in the area and including sites protected under the *Heritage Conservation Act*;
- (b) conduct an archaeological impact assessment, incorporating a mitigation strategy to analyze and address the proposed development's impact on historical, cultural, and archaeological assets, with a focus on both pre- and post-contact heritage;
- (c) undertake a heritage impact assessment with a mitigation strategy, evaluating the proposed development's effect on historical, cultural, and heritage buildings, sites, or assets, ensuring the project aligns with community heritage conservation goals;
- (d) ensure the development's design respects and enhances the heritage character of the area, contributing positively to the local cultural landscape and reflecting the community's rich and diverse history;
- (e) detail the development's adherence to the "Standards and Guidelines for the Conservation of Historic Places in Canada" (Parks Canada), demonstrating how the project aligns with national conservation practices to preserve historical integrity; and
- (f) document collaboration with local First Nations and adherence to established protocols for archaeological and heritage protection, showcasing a commitment to protecting and valuing the area's archaeological and heritage resources through engagement and consultation with First Nation communities.

C.4 Climate Action Report

If the *District Official* requires information in the form of a report related to the impact of a proposed development or temporary use on climate action, the report should:

- (a) demonstrate how the development will contribute to GHG reduction and energy efficiency, incorporating strategic site, building, and landscape design to support the *Official Community Plan's* goal of achieving net-zero GHG emissions by 2050;
- (b) outline measures to enhance the energy efficiency of new buildings, moving towards the net-zero emissions target, and detail the steps taken to minimize the volume of embodied carbon in construction materials and processes;

- (c) present design and construction approaches that ensure new buildings are resilient and adaptable to climate change, highlighting features that mitigate climate-related risks;
- (d) assess the development's contribution to urban heat island effects and propose cooling strategies, such as green roofs and increased tree cover;
- (e) discuss water conservation strategies to be implemented in the development, aimed at reducing water consumption in accordance with the objectives set forth in "DPA-6: GHG Reduction, Energy and Water Conservation"; and
- (f) align with the "Energy & Emissions DP Guidelines E" specified within *Zoning Bylaw* 2950, providing a coherent approach to energy conservation, emissions reduction, and sustainable resource use within the development.

C.5 Community Services Report

If the *District Official* requires information in the form of a report related to the impact of a proposed development or temporary use on community services, the report should:

- (a) assess community services and their users that would be affected by the proposed development or temporary use, such as parks, trails, recreation, protective services, transit and solid waste management;
- (b) examine the potential financial impacts of the proposed development or temporary use on the community services and public facilities; and
- (c) outline any potential costs and identify potential funding sources for the provision of additional community services and public facilities.

C.6 Economic and Socio-Economic Impact Report

If the *District Official* requires information in the form of a report related to the impact of a proposed development or temporary use on economic and socio-economic conditions, the report should:

- (a) analyze economic indicators including market analysis, competition, absorption rates, and build-out timing, along with a project pro forma to assess the development's viability;
- (b) examine socioeconomic indicators such as demographics, housing types and affordability, average housing costs, vacancy rates, and impacts on public amenities and sociocultural issues;
- (c) assess the development's direct and indirect economic impacts on the community's quality of life, including effects on residents, visitors, and local services;
- (d) evaluate the retail and industrial impacts, focusing on competition, traffic, tenancy, and the stability of neighbourhoods or sectors, as well as the use and quality of industrial and agricultural land;
- (e) analyze the proposed development's contribution to community amenities in accordance with community amenity contribution policies;
- (f) consider the diversity of residential unit sizes and types, and the development's alignment with adaptable housing, elder care, and childcare needs;

- (g) investigate fiscal impacts, including asset management implications and the economic and socioeconomic effects on special events;
- (h) delve into the everyday impacts of the development on community life, capturing the nuanced economic effects on residents, visitors, and local services;
- (i) conduct sector-specific analyses for commercial and industrial components, addressing their unique impacts on local economies and communities; and
- (j) examine affordable housing integration, detailing strategies for preserving or adding affordable units to support diverse community housing needs.

C.7 Environmental Assessment Report

If the *District Official* requires information in the form of a report related to the impact of a proposed development or temporary use on the environment, the report should:

- (a) analyze the locations, size and characteristics of these features:
 - (i) streams (e.g., watercourses, ditches, wetlands, lakes, ponds and sea), either permanent or intermittent;
 - (ii) rainwater and onsite drainage;
 - (iii) groundwater quality and quantity;
 - (iv) soil types, bedrock, topography and slopes;
 - (v) air quality, such as greenhouse gas emissions, pollution, dust, smoke, and odours; and
 - (vi) vegetation and animals, and their relationships.
- (b) examine how the proposed development or temporary use may impact the site and adjacent properties, and specify how the *Applicant* proposes to mitigate these potential impacts, such as alteration and possible contamination;
- (c) for storm water and onsite drainage, provide options to ensure the quality and quantity of storm water is similar to that which existed pre-development, and include a sediment and erosion control plan;
- (d) provide a plan for rehabilitation or revegetation using only native plant species to be undertaken by the *Applicant* during and after the construction of the proposed development or temporary use;
- (e) evaluate the development's potential impact on shading and water sequestration, considering factors like changes in land surface and vegetation cover;
- (f) assess the development's contribution to urban heat island effects and propose cooling strategies, such as green roofs and increased tree cover; and
- (g) analyze potential disruptions to wildlife corridors and habitats, offering measures to maintain ecological connectivity and biodiversity, including measures to prevent the spread of invasive species, if present.

C.8 Fire Underwriter Survey (FUS) Report

If the *District Official* requires information in the form of a report related to the Fire Underwriter Survey for a proposed development or temporary use, the report should:

- (a) compute the required fire flows based on the size, type, and location of the proposed development, taking into account relevant standards and guidelines;
- (b) analyze potential challenges or constraints in achieving necessary fire flows, such as infrastructure capacity, hydrant locations, or water pressure inconsistencies;
- (c) provide professional recommendations to address any identified deficiencies, ensuring the development has adequate fire protection capacity;
- (d) certify, through a sealed report, that the proposed development meets or exceeds the required fire flow standards; and
- (e) include an assessment of emergency access routes to the development, ensuring they meet standards for fire service access and egress during emergencies.

C.9 Fiscal Impact Assessment Report

If the *District Official* requires information in the form of a report related to the fiscal implications of a proposed development or temporary use, the report should:

- (a) evaluate the projected financial inflows and outflows resulting from the development, including taxes, fees, and other sources of revenue for the local government;
- (b) analyze potential financial burdens or benefits, such as infrastructure maintenance, service provisions, or capital improvements, that might be necessitated by the proposed development;
- (c) provide professional financial recommendations to optimize revenue, manage expenditures, and ensure the long-term fiscal sustainability of the local government in light of the development;
- (d) certify that the proposed development or project aligns with the financial health and objectives of the local government; and
- (e) assess the impact of the development on local employment and economic growth, including both short-term construction and long-term operational jobs.

C.10 Form and Character and Built Environment Report

If the *District Official* requires a report on the impact of a proposed development or temporary use on the form, character, and built environment, the report should:

- (a) analyze the proposed development's compatibility with adjacent and community land uses, focusing on functionality, form, character, aesthetics, grade, and scale, ensuring a harmonious integration with the existing urban fabric;
- (b) assess landscape and visual impacts, including effects on view corridors, shadow creation, prominent features, experiential characteristics, and the overall landscape character, taking into account the development's visual relationship with its surroundings;
- (c) detail the development's phasing and timing, discussing potential impacts on the surrounding neighbourhood during and after construction, to anticipate and mitigate any adverse effects on local residents and businesses;

- (d) include a vision context statement that articulates how the development aligns and enhances with North Cowichan's local identity;
- (e) highlight the use of low-carbon and local construction materials, underlining the development's commitment to sustainability and reduced environmental impact;
- (f) discuss the integration of green spaces and biodiversity enhancements to foster ecological connectivity and community well-being; and
- (g) explore the inclusion of renewable energy sources and energy-efficient designs to minimize the carbon footprint of the development.

C.11 Geotechnical, Landslide and Hazardous Conditions Report

If the *District Official* requires information in the form of a report related to the impact of a proposed development or temporary use on geotechnical and hazardous conditions, the report should:

- (a) assess the geomorphology, topography and soil composition of the land to be developed, including possible impacts to and from surrounding areas;
- (b) analyze hazardous conditions, such as mud flow, debris torrents, erosion, land slip, rock falls, subsidence, avalanche, wildfire, flood, inundation and storm waves;
- (c) provide professional geotechnical recommendations to mitigate against any hazardous conditions from the development sequence and siting of buildings and infrastructure, and earthworks (e.g., excavation and filling);
- (d) certify that the land is safe for the use intended;
- (e) include a Preliminary or Detailed Slope Hazard Assessment as applicable, detailing the methodology, findings, and recommendations to ensure the site's stability, particularly for developments on or near steep slopes;
- (f) address landslide risk, including potential impacts that may originate beyond site boundaries; and
- (g) incorporate a Landslide Assessment Assurance Statement, completed by a *Qualified Professional*, to confirm the site's safety for the intended use, especially for developments on slopes 30% or greater.

C.12 Land Lift Analysis Report

If the *District Official* requires information in the form of a report related to a land lift analysis for a proposed development, the report should:

- (a) assess the current land value and project the potential increase in value as a result of the proposed development or rezoning;
- (b) analyze the factors contributing to the increase in land value, such as improved accessibility, upgraded infrastructure, or enhanced amenities;
- (c) provide professional recommendations on the appropriate Community Amenity Contributions (CACs) based on the quantified land value uplift, ensuring a fair contribution back to the community;
- (d) certify that the determined CACs align with the observed or projected increase in land value due to the development;

- (e) evaluating the broader economic and social impacts of the land value increase on the surrounding community, including potential effects on housing affordability and local market dynamics.

C.13 Light Impact Assessment Report

If the *District Official* requires information in the form of a report related to the impact of a proposed development or temporary use on urban lighting, the report should:

- (a) Assess the existing lighting conditions in the area surrounding the proposed development, including ambient light levels, sources of light pollution, and the presence of sensitive receptors such as residential zones and ecological habitats;
- (b) Evaluate the proposed lighting design for the development, focusing on fixture types, placement, intensity, and directionality to ensure that lighting is functional, enhances safety and security, and contributes positively to the aesthetic environment;
- (c) Analyze the potential impact of the development's lighting on the night-time environment, considering factors such as light trespass, glare, sky glow, and its effects on human health, wildlife, and nocturnal ecosystems;
- (d) Provide recommendations for lighting design and management practices that minimize negative impacts, such as the use of shielded light fixtures, appropriate lighting levels, adaptive controls (e.g., dimming, motion sensors), and the selection of spectrally appropriate lighting to reduce blue light emissions;
- (e) Detail the adherence to applicable standards and guidelines, such as the Illuminating Engineering Society (IES) recommendations and the Dark Sky guidelines, to promote responsible outdoor lighting;
- (f) Incorporate community consultation findings, reflecting local residents' and stakeholders' concerns and preferences regarding night-time lighting and its impact on the community's ambience and character;
- (g) Propose a monitoring and maintenance plan to ensure long-term compliance with the designed lighting scheme and to address any emerging issues related to light pollution or its impacts; or
- (h) Certify that the proposed development's lighting design and implementation strategies are aligned with best practices for minimizing light pollution and protecting the nocturnal environment, while ensuring safety and enhancing the visual character of the urban landscape.

C.14 Local Infrastructure Assessment Report

If the *District Official* requires information in the form of a report related to the impact of a proposed development on local infrastructure [*relating to sewer and water capacity, storm water management, and the master drainage plan*], the report should:

- (a) evaluate existing infrastructure to identify challenges and potential impacts from the development, including water, sewer, and utilities, and propose a servicing scheme with layout plans for necessary infrastructure;

- (b) estimate water demand and sewage production, analyzing the capacity of current systems and outlining water conservation measures;
- (c) assess stormwater management strategies, detailing methods for capture, redirection, and treatment, and evaluate potential environmental impacts; and
- (d) detail required capital works for infrastructure support, including cost assessments and funding strategies, ensuring alignment with local regulations and best practices for sustainable development.

C.15 Noise Impact Report

If the *District Official* requires information in the form of a report related to the impact of a proposed development or temporary use on noise, the report should contain:

- (a) a comprehensive analysis of potential noise and vibration emissions from the development, considering both immediate and cumulative impacts on the health and well-being of the community and local wildlife;
- (b) identification of new and existing sources of noise pollution within the development's vicinity, with strategies to mitigate their impact;
- (c) recommendations for adhering to municipal expectations and potential regulations to minimize noise pollution, including considerations for operation activities and vehicular noise; and
- (d) proposals for the development of noise management practices on private properties, aligning with the community's efforts to reduce environmental health issues related to noise.

C.16 Sea Level Rise Report

If the *District Official* requires information in the form of a report related to the impact of sea level rise on a proposed development or a temporary use, the report should:

- (a) conduct a comprehensive geotechnical analysis to evaluate the site's resilience to sea level rise, including assessments for 1:200-year flood events and potential inundation scenarios;
- (b) ensure compliance with the Engineers and Geoscientists BC professional practice guidelines, demonstrating the site's suitability for the proposed buildings and uses;
- (c) where necessary, perform detailed flood risk analysis and mapping to identify and mitigate risks, supplementing existing municipal data;
- (d) propose adaptive measures and design strategies to safeguard the development against sea level rise impacts, considering current and future climate change projections; and
- (e) integrate long-term monitoring and maintenance plans for infrastructure and natural defenses to adaptively manage future sea level rise and associated risks.

C.17 Shadow Study Report

If the *District Official* requires information in the form of a report related to the Shadow Study for a proposed development, the report should:

- (a) detail the projected shadow patterns emanating from the proposed development during different times of the day and throughout various seasons;
- (b) analyze potential impacts of these shadow projections on adjacent properties, public spaces, and natural environments, particularly in terms of light access and potential ecological implications;
- (c) provide professional recommendations to minimize adverse shadow impacts, which may include design modifications or site reorientations;
- (d) certify that the proposed development considers and mitigates the shadow effects to an acceptable level, ensuring harmony with the surrounding context; and
- (e) an assessment of the shadow impact on solar energy systems, if applicable, to ensure the development does not significantly reduce the solar energy potential of surrounding buildings and spaces.

C.18 Site Adaptive Planning Study – Urban Rural Interface

If the *District Official* requires information in the form of a report for developments within the Urban-Rural Interface Area, the report should:

- (a) outline the purpose of the Site Adaptive Planning Study, emphasizing the integration of environmental, hazard, and community values into the development process;
- (b) define the scope of the study, focusing on the specific aspects of site adaptive planning relevant to the proposed development;
- (c) provide a detailed analysis of the site's terrain, ecosystems, and cultural features, identifying key characteristics that will influence the form and placement of development;
- (d) assess the environmental values and hazard risks associated with the site, drawing on data from the *Official Community Plan* and additional studies or community consultations;
- (e) summarize findings from community consultations, highlighting values and concerns related to local character, environmental preservation, and hazard mitigation;
- (f) discuss how the proposed development will respect and incorporate these values, with specific attention to maintaining the integrity of the Urban-Rural Interface Area;
- (g) present the proposed development form and placement, clearly demonstrating how site adaptive planning principles have been applied to minimize environmental impact and respect community values;
- (h) detail any innovative design features or sustainable practices that will be employed to enhance the site's natural systems and cultural characteristics;
- (i) propose strategies to mitigate potential negative impacts on the environment and community, including measures to address identified hazards;
- (j) include plans for ongoing monitoring and adaptation of the development to ensure long-term resilience and alignment with community values;

- (k) conclude with a summary of how the Site Adaptive Planning Study has guided the development proposal, ensuring a balanced approach to development within the Urban-Rural Interface Area; and
- (l) offer recommendations for further actions or studies needed to support the development's successful integration into the local context.

C.19 Traffic & Transportation Impact Assessment Report

If the *District Official* requires information in the form of a report related to the impact of a proposed development or temporary use on traffic and transportation, the report should:

- (a) estimate the additional daily vehicle trips anticipated from the proposed development or temporary use, incorporating an analysis of traffic flows during different times (weekday, weekend, peak morning, and evening) and an origin-destination analysis to understand the impact on local traffic dynamics and intersection points;
- (b) propose measures to mitigate increased traffic volumes and enhance safety for all road users. This includes improving pedestrian and cyclist safety, facilitating the use of cycling and public transit, enhancing accessibility, ensuring network connectivity, and integrating pedestrian sidewalks, paths, and cycling infrastructure into the overall transportation network;
- (c) assess the proposed development's compatibility with existing transportation, transit, parks, and greenways strategies and plans, including considerations for growth areas identified in the *Official Community Plan* and adjacent potential growth zones;
- (d) provide detailed onsite parking and loading requirements, including secure bike storage and e-bike charging stations, identification of electric vehicle charging infrastructure, show internal circulation routes, and analyze the proposed development's impact on public rights-of-way, which may involve *District* roads and the Provincial highway, focusing on traffic circulation, road vehicular capacity, intersection size and configuration, turning lanes, traffic lights, bike lanes, sidewalks, etc.;
- (e) identify necessary upgrades, reconstructions, reconfigurations, or expansions of public rights-of-way to accommodate the additional pedestrian, bicycle, and vehicle trips generated by the proposed development. This includes considerations for *District* facilities and the Provincial highway;
- (f) highlight opportunities and required improvements to facilitate transit use and ensure the safety of the planned road network, considering aspects like horizontal and vertical profiles, intersection geometrics, pedestrian crossing locations, truck routes, emergency routes, and sight visibility; and
- (g) provide a context map illustrating the connections between the proposed development and the existing *District* network of roads, pedestrian routes, bicycle routes, and trails, to ensure seamless integration and support for the anticipated increase in traffic and transportation usage.

C.20 Visual Impact / View Corridor Assessment Report

If the *District Official* requires information in the form of a report related to the Visual Impact or View Corridor Assessment for a proposed development, the report should:

- (a) detail the projected visual profile of the proposed development from key vantage points and within established view corridors;
- (b) analyze potential alterations or obstructions to existing vistas, panoramas, or significant landmarks caused by the development;
- (c) provide professional recommendations to minimize adverse visual impacts, which may include design alterations, building reorientation, or use of specific materials to harmonize with the surrounding landscape; and
- (d) certify that the proposed development considers and mitigates any significant visual impacts, ensuring the preservation of valued visual aesthetics and view corridors.

C.21 Wildfire Hazard Assessment Report

If the *District Official* requires information in the form of a report related to the Wildfire Hazard Assessment for a proposed development, the report should:

- (a) conduct an assessment integrating climate change projections to understand future wildfire risks;
- (b) evaluate the site's specific vulnerabilities, including vegetation, topography, and proximity to forested areas;
- (c) recommend mitigation strategies, such as creating defensible spaces, employing fire-resistant materials, and designing smart landscaping;
- (d) develop emergency response and evacuation plans, ensuring community-wide preparedness and safety measures;
- (e) perform a wildfire interface assessment to understand how the development interacts with adjacent wildland areas; and
- (f) provide interface planning recommendations to enhance resilience, such as windbreaks, strategic setbacks, and landscape management.